



# Community Action on Tobacco evALuation sYSTem

## **User Support Documentation**

**Fall 2002**

(Updated 10-26-2002)

<https://fortress.wa.gov/doh/catalyst>



## **CATALYST Contact Information**

**Contract Managers serve as primary contacts for CATALYST questions:**

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## **Purpose**

CATALYST (Community Action on Tobacco evALuation sYSTem) is a web-based reporting system used by organizations under contract with the Washington State Department of Health's Tobacco Prevention and Control Program to conduct local tobacco prevention and control activities. These organizations (non-profits, local health departments, Educational Service Districts [ESDs], and Native American Tribes) are required to enter a workplan into the system as part of their application process, and then to report on their final approved workplan in the system throughout the fiscal year.

## **The purposes of collecting information about Contractor activities using a web-based reporting system include:**

### EVALUATION

To standardize reporting, so that as surveillance data become available to describe varying degrees of success in local organizations, a record of "what happened" is available that will help narrow the focus of 'best practice' activities in Washington Communities

### CONTRACT MANAGEMENT

To create efficient means for DOH to continually monitor contractors' activities in a standard fashion, to assure that Contractors are reporting information needed by DOH to justify invoicing.

### CAPACITY-BUILDING

To create means by which Contractors can see each others' and their workplans over time, to take advantage of experiences and plans outside their own organizations, and to have a readily available shared history (with DOH) of what activities have happened within their own organization.

## **History**

CATALYST was developed by evaluation staff and evaluation team members (representatives from Contractor organizations) during the 2000-01 fiscal year, and the Contract Management functions were launched during the 2001-02 fiscal year (Phase I). Activity evaluation functions were piloted during 2001-02 and were launched during the 2002-03 fiscal year (Phase II).

## **Acknowledgements**

The CATALYST administrative team would like to thank the following people for their crucial and continued support of the system's development and implementation:

Starling Consulting (Porsche Everson, Eugene Ryser) - system programming  
DOH DIRM staff, administration, Tobacco Prevention & Control contract managers

Evaluation liaisons from local contractors (the "E-team")

CDC supporters (Steve Babb, Lisa Peterson, Michael Schooley)



## System Notes

### System Requirements

- ❑ Internet access
- ❑ Web Browser – Internet Explorer version 5.5 with 128-bit encryption  
(Note: to check the version of the browser or encryption open your browser and go to the help menu. From the help menu select About Internet Explorer. The version and encryption is listed on the pop up screen)

### Web Address

- ❑ You can access the CATALYST login screen at **[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)** (Note: the 5 is part of the www and comes directly after the last w).

### System Disclaimer & Questions

- ❑ CATALYST does not collect identifiable information on any program participants.
- ❑ Information in CATALYST is subject to public disclosure laws

### Login and Password

- ❑ Contact Shanae Williams for a login and password 360-236-3746 or [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov)
- ❑ You can change your password in CATALYST by clicking HOME – YOUR PROFILE on the toolbar
- ❑ If you forget your password contact Shanae Williams to have it reset

### Welcome Messages

- ❑ Login messages appear after a successful login
- ❑ Messages are added by DOH system administrators and expire after 30 days.

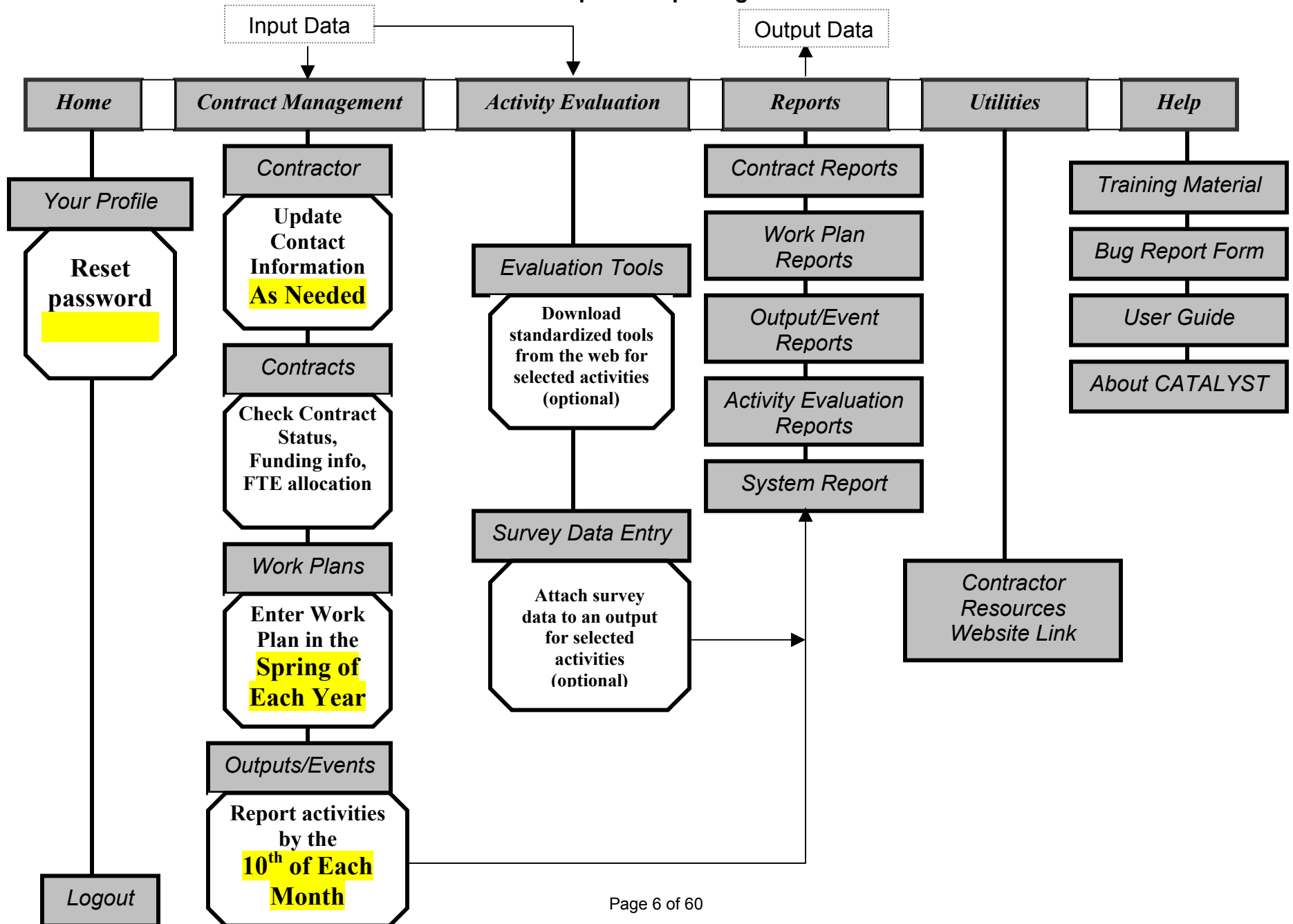
...the big picture...

# *CATALYST*

## *System Overview*

# CATALYST

## Website Map and Reporting Guideline





## CATALYST System Overview

www5.doh.wa.gov/catalyst

You will need a User ID and Password to access CATALYST. Please contact Shanae Williams at The Washington State Department of Health for assistance 360-236-3746 or [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov)

CATALYST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search

Address <http://www5.doh.wa.gov/catalyst/home/default.asp> Go

Links [Sallie Mae](#) [Brezny](#) [CATALYST-list-serv](#) [CATADMIN](#) [Onebox.com](#) [ADL](#) [NPR](#) [Production CATALYST](#) [Expedia](#) [Yahoo! Groups](#)

**catalyst** -Login

Home Contract Management Activity Evaluation Reports Utilities Help

- Please log in -

User ID  Password  Enter

Disclaimer Statements

This website is intended to collect and provide summary information pertaining to Tobacco Prevention and Control Activities statewide. This database is not used for the tracking of individual people and contains only information related to tobacco prevention and control activities. Data from these web pages does not provide accurate

Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746

Internet

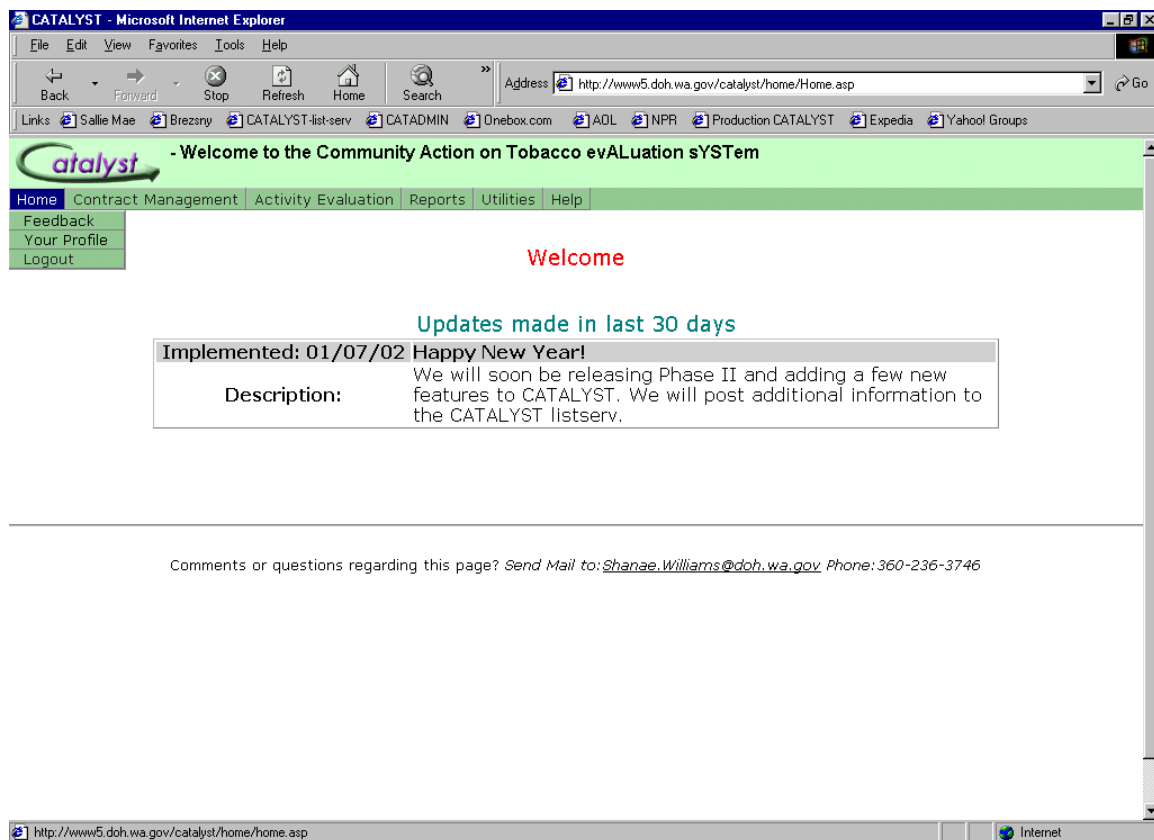
\* System Requirements: Internet Explorer 5.5 with 128-bit encryption



The Welcome screen appears after a successful login. System administrators post user reminders and system updates on this screen. CATALYST uses a menu toolbar similar to other software applications. The CATALYST logo appears on each screen and when clicked will return users back to the welcome screen.

The first dropdown menu on the toolbar is labeled HOME and gives you three options:

- 1) FEEDBACK allows users to send feedback on CATALYST to the system administrators,
- 2) YOUR PROFILE allows users to change their password and
- 3) LOGOUT ends the CATALYST session.







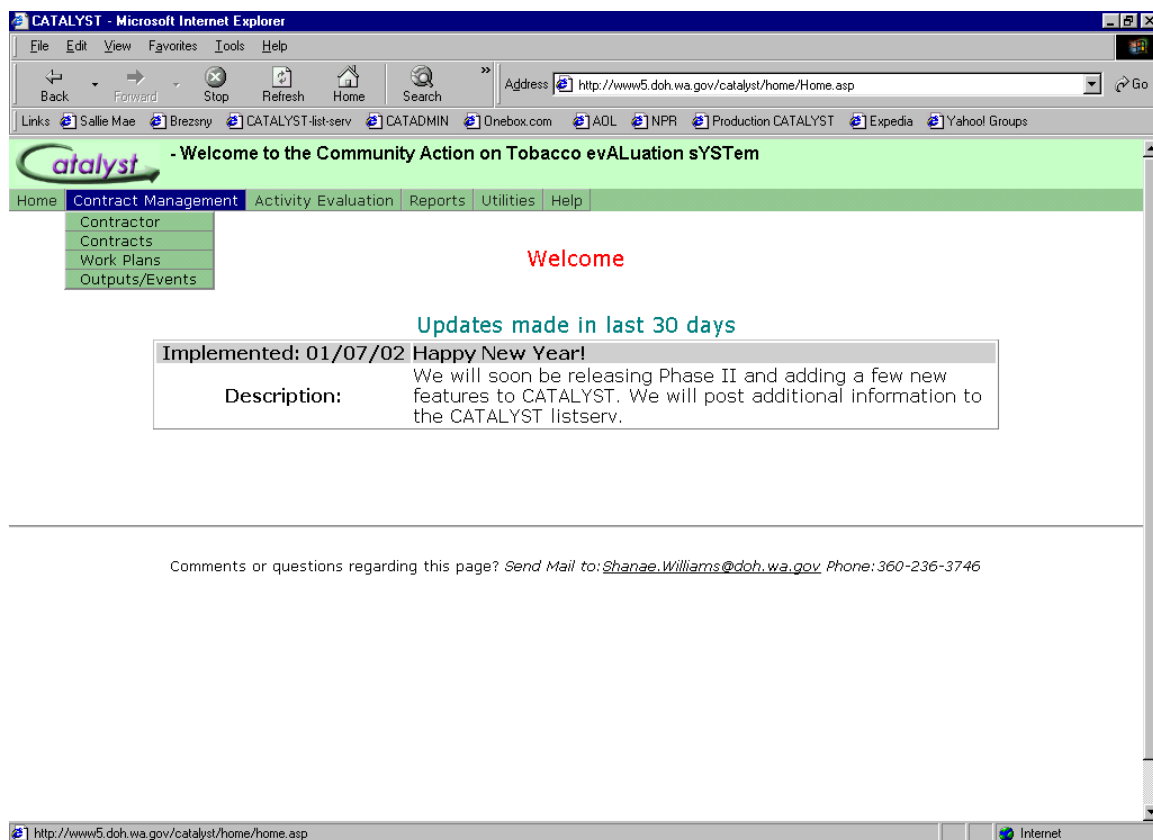
The second dropdown menu is for CONTRACT MANAGEMENT features. This is sometimes referred to as Phase I of Development. The four menu options are as follows:

1) CONTRACTOR – allows users to update agency and individual contact information. For more information on how to add or update contact information see [How to Update Contact Information in CATALYST](#) (appears later in guide).

2) CONTRACTS – gives basic contract information, contract status, and funding percent by objective

3) WORK PLANS – Once a year Contactors with the help of DOH Contract Managers will design and enter a workplan into CATALYST. For more information refer to [How to Enter Your Workplan in CATALYST](#) and [Target Audience Reference Document](#) (appears later in guide).

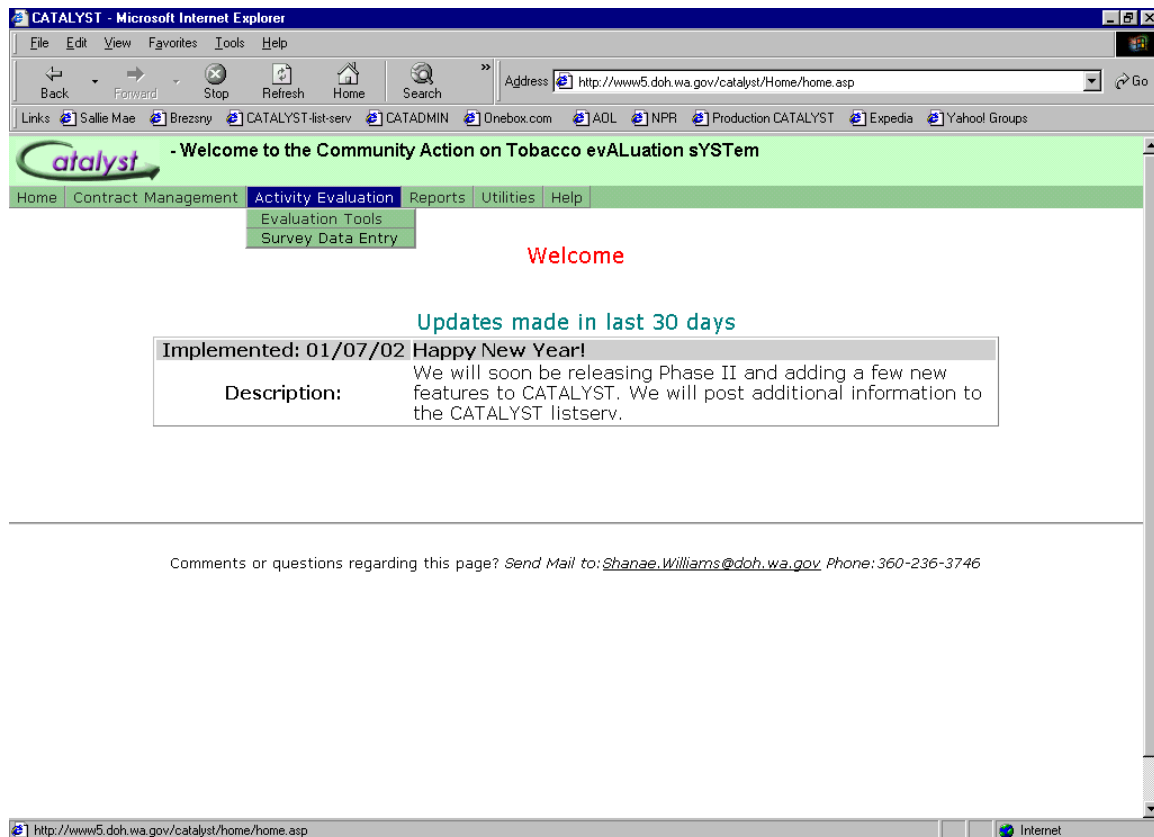
4) OUTPUTS/EVENTS – enables users to report on program activities throughout the contract year. For more information on reporting on outputs refer to [How to Report on Outputs/Events in CATALYST](#) (appears later in guide). The first three menu items in the REPORTS dropdown menu will generate CONTRACT MANAGEMENT Reports for each of the above mentioned areas.





The third dropdown menu is for ACTIVITY EVALUATION. This is sometimes referred to as Phase II of development. The two menu options are as follows:

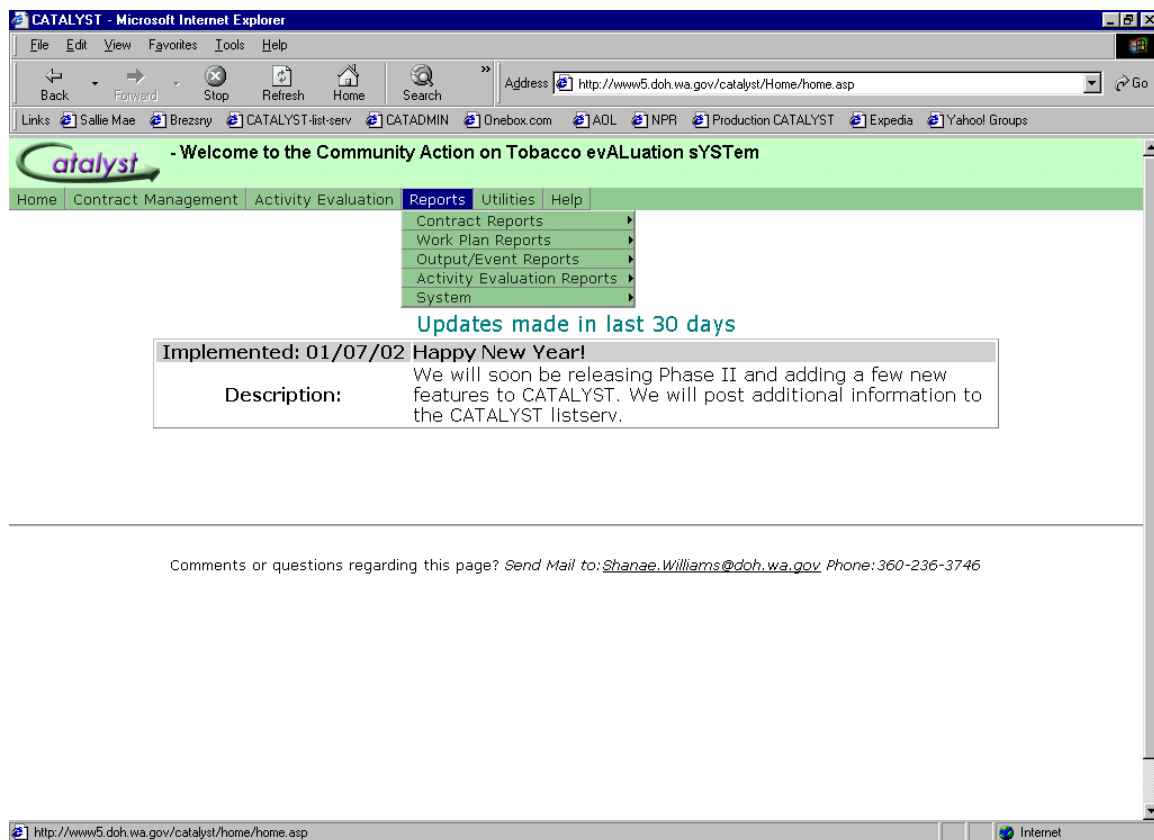
- 1) EVALUATION TOOLS – gives a user access to standardized pre-post, and tracking tools.
- 2) SURVEY DATA ENTRY allows user to enter pre-post, and tracking data into CATALYST. For more information on Survey Data Entry refer to [How to enter survey and tracking data in CATALYST](#) (appears later in guide). Selecting REPORTS – ACTIVITY EVALUATION REPORTS– <report of choice> – from the toolbar will generate a report for the data entered.



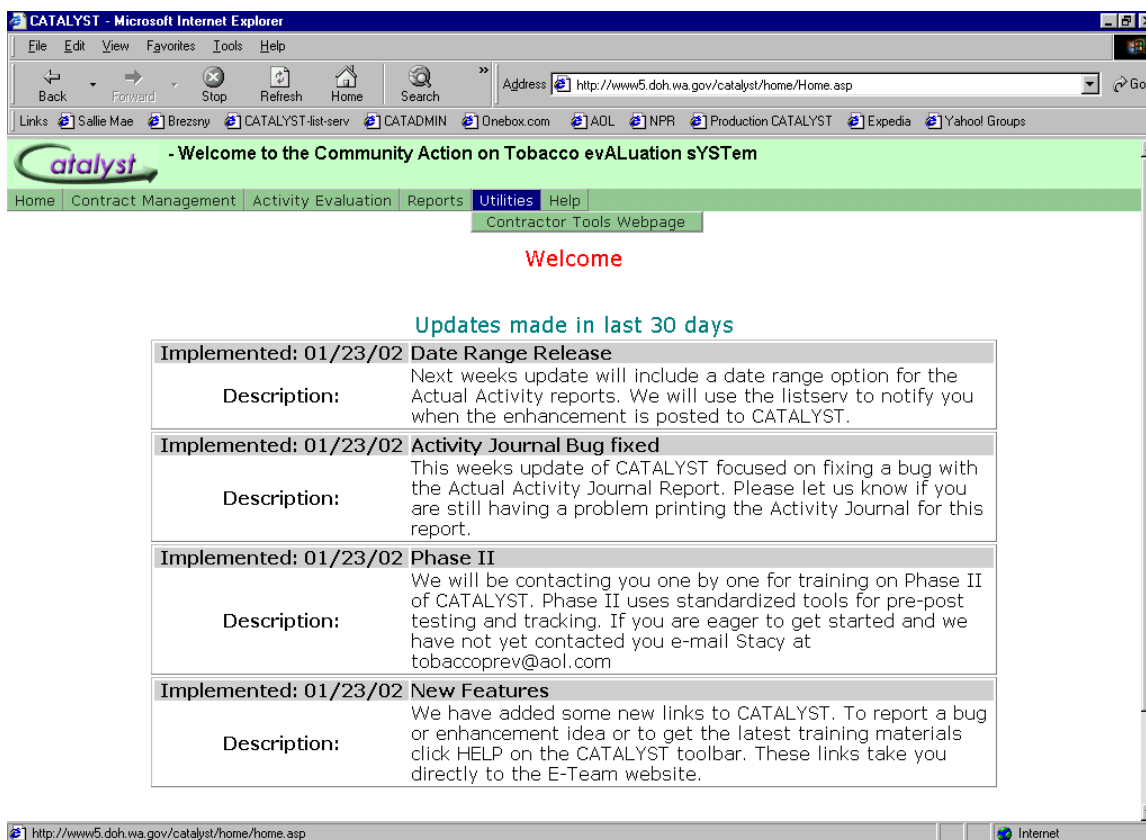


The fourth dropdown menu is for ACTIVITY EVALUATION. The menu options are as follows:

- 1) CONTRACT REPORTS, WORK PLAN REPORTS, OUTPUT/EVENT REPORTS all generate CONTRACT MANGEMENT Reports.
- 2) ACTIVITY EVALUATION generates ACTIVITY EVALUATION REPORTS and
- 3) SYSTEM gives a user access to a SYSTEM USAGE report to measure time spent using CATALYST.



The fifth dropdown menu is for UTILITIES and gives users access to the CONTRACTORS RESOURCES WEBSITE. This site is specifically for Tobacco Prevention and Control Contractors and contains useful evaluation and training materials, data, and maps (see sample screen-next page).

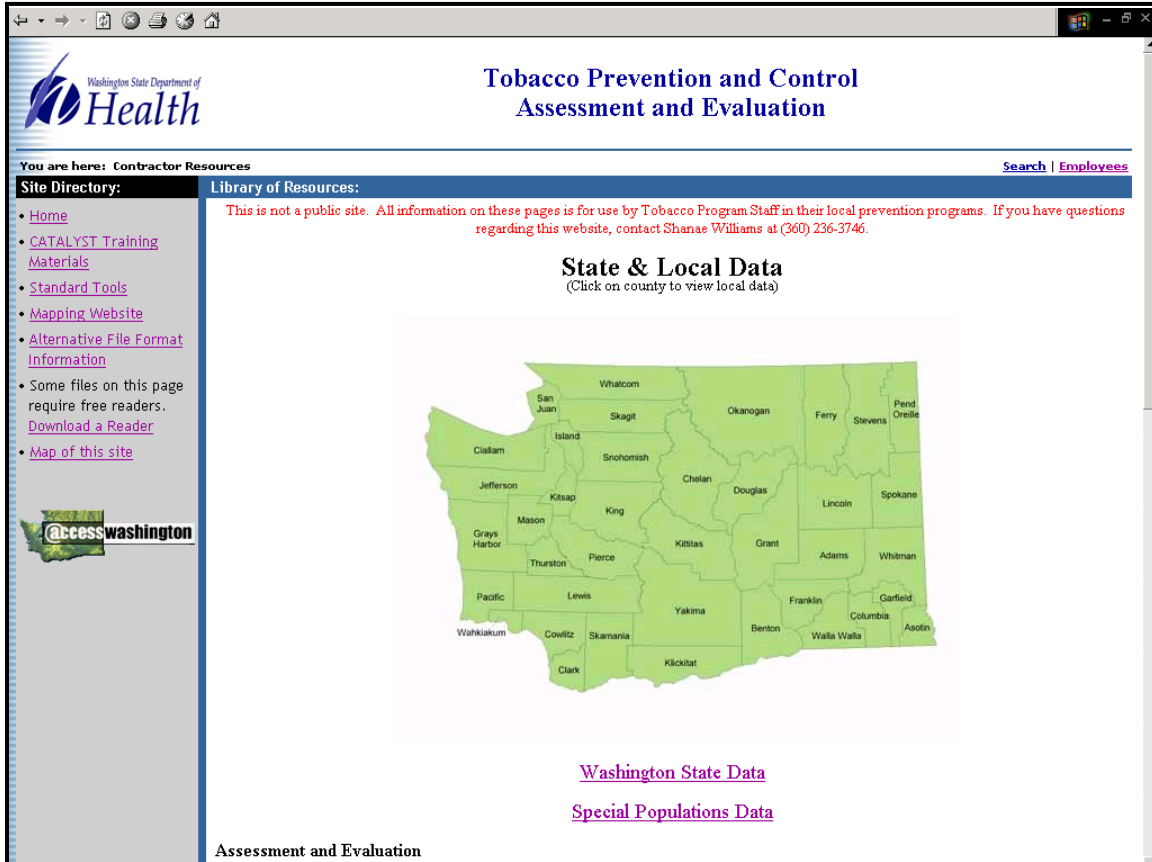


**What is on the Contractors Resources Website?** (See sample screen-next page)

- ◆ Assessment and Evaluation Information
- ◆ Technical Documentation on Developing a Workplan
- ◆ State, School District, & County Level Data
- ◆ Reports and Publications
- ◆ Standardized Survey Tools
- ◆ CATALYST Training Materials

## SAMPLE SCREEN

### Assessment & Evaluation Website Contractors Resources



The screenshot shows a web browser window displaying the Washington State Department of Health website. The page title is "Tobacco Prevention and Control Assessment and Evaluation". The breadcrumb trail indicates the user is in the "Contractor Resources" section. A sidebar on the left contains a "Site Directory" with links to Home, CATALYST Training Materials, Standard Tools, Mapping Website, Alternative File Format Information, and a note about free readers. The main content area features a "Library of Resources" section with a disclaimer: "This is not a public site. All information on these pages is for use by Tobacco Program Staff in their local prevention programs. If you have questions regarding this website, contact Shanae Williams at (360) 236-3746." Below this is a "State & Local Data" section with a map of Washington state divided into counties. The map is labeled with county names: Whatcom, San Juan, Skagit, Okanogan, Ferry, Pend Oreille, Island, Snohomish, Chelan, Douglas, Lincoln, Spokane, Jefferson, Kitsap, King, Grant, Adams, Whitman, Mason, Grays Harbor, Thurston, Pierce, Kittitas, Franklin, Garfield, Asotin, Pacific, Lewis, Yakima, Benton, Walla Walla, Columbia, Clark, Cowlitz, Skamania, Klickitat, and Wahkiakum. Below the map are links for "Washington State Data" and "Special Populations Data". The footer of the page reads "Assessment and Evaluation".

**Washington State Department of Health**

**Tobacco Prevention and Control  
Assessment and Evaluation**

You are here: **Contractor Resources** [Search](#) | [Employees](#)


**Site Directory:**

- [Home](#)
- [CATALYST Training Materials](#)
- [Standard Tools](#)
- [Mapping Website](#)
- [Alternative File Format Information](#)
- Some files on this page require free readers. [Download a Reader](#)
- [Map of this site](#)

**Library of Resources:**

This is not a public site. All information on these pages is for use by Tobacco Program Staff in their local prevention programs. If you have questions regarding this website, contact Shanae Williams at (360) 236-3746.

**State & Local Data**  
(Click on county to view local data)



[Washington State Data](#)

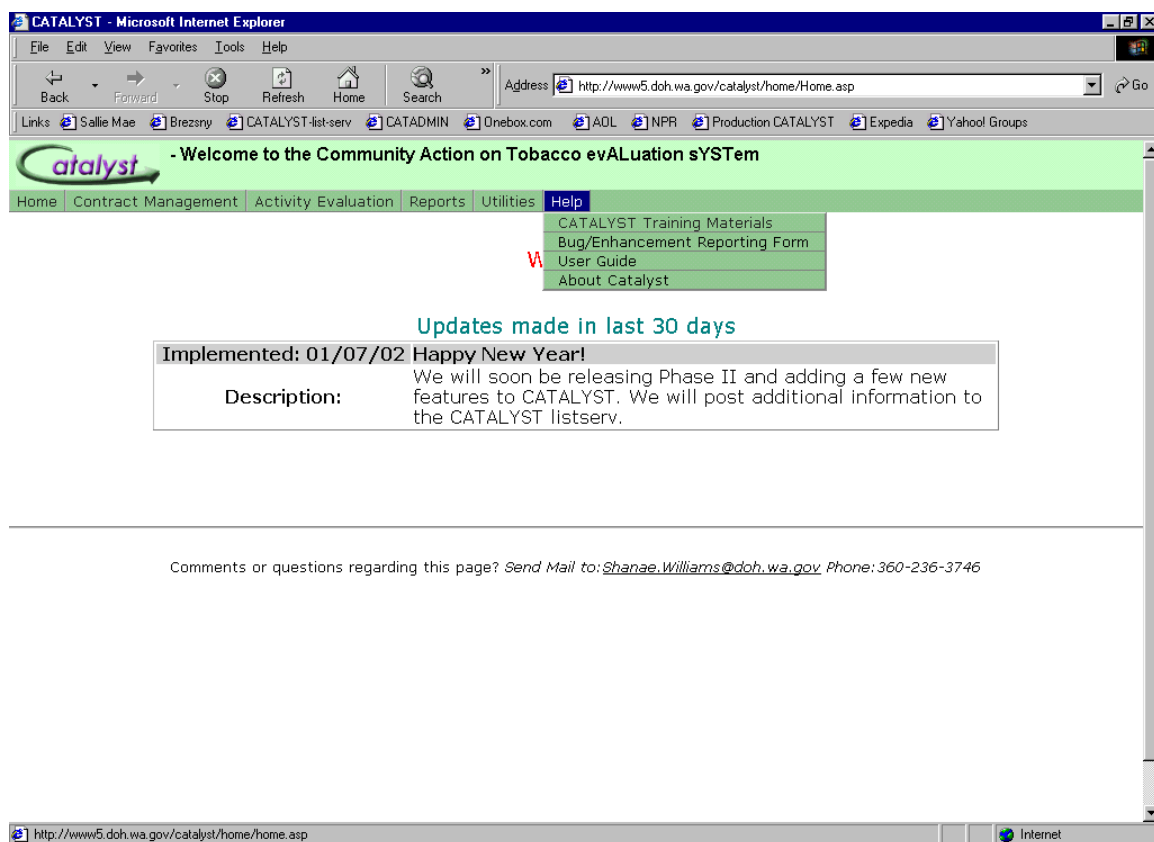
[Special Populations Data](#)

Assessment and Evaluation




The sixth dropdown menu gives users access to the following:

- 1) [CATALYST Training Materials](#) (see sample screen-next page) and the
- 2) [Bug/Enhancement Reporting Form](#) opens a form that can be used to fax or e-mail “bug reports” (that is, problems with CATALYST where a system error message is displayed) and/or enhancement ideas to the CATALYST administrative team.
- 3) The USER GUIDE link provides an on-line help menu for CATALYST.



## SAMPLE SCREEN

### CATALYST Training Materials




**Tobacco Prevention and Control  
Assessment and Evaluation**

You are here: [Contractor Resources](#) » [CATALYST](#) » [Training Materials](#)

[Search](#) | [Employees](#)

**Site Directory:**

- [Home](#)
- [CATALYST Training Materials](#)
- [Standard Tools](#)
- [Mapping Website](#)
- [Alternative File Format Information](#)
- Some files on this page require free readers. [Download a Reader](#)



**Training Materials:**

"How to" guides for CATALYST data entry

- **Contract Management**
  - [How to Update Contact Information in CATALYST](#) - Use this one page reference guide for adding or updating contact information in CATALYST.
  - [How to Enter Your Workplan in CATALYST](#) - Use this one page reference guide for a reminder on how to enter your workplan in CATALYST.
  - [How to Report on Outputs/Events in CATALYST](#) - Use this one page reference guide for a reminder on how to report on outputs/events in CATALYST.
- **Activity Evaluation**
  - [How to Enter Survey and Tracking Data in CATALYST](#) - Use this one page reference guide for a reminder on how to enter survey and tracking data in CATALYST.

**CATALYST Technical Documents**

- [Frequently Asked Questions \(FAQs\)](#) - Questions frequently asked about CATALYST. *Rev. 06/01*
- [Target Audience Reference Document](#) - This document gives more information on how to define a target audience in your workplan.

**New User Support**

- [New User Guide](#)

**Archived Training Materials**

- [Phase I Training Material](#) - Workbook from the June 2001 Phase I training. *Rev. 06/01*

[DOH Home](#) | [Access Washington](#) | [Privacy Notice](#) | [Disclaimer/ Copyright Information](#)

# Using Selection Criteria In CATALYST

CATALYST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Messenger

Address [https://fortress.wa.gov/doh/catalyst/contract/Contract\\_Find.asp](https://fortress.wa.gov/doh/catalyst/contract/Contract_Find.asp) Go

Links [CATWorkgroup](#) [Test CATDEV](#) [Test CAT\\_ADMIN](#) [Hidden Website](#) [CATALYST](#) [CATMASTERS](#) [Sallie Mae](#) [Asiel & Associates](#) [ETRADE](#) [Google](#)

**catalyst** - Find Contract

Home Contract Management Activity Evaluation Reports Utilities Help

Contractor - select a Contractor - Contractor Type - select a Contractor Type -  
County - select a County - Contract Year - select a Contract Year -  
Contract Manager - select a Contract Manager - Region - select a Region -

Find Clear New

Comments or questions regarding this page? Send Mail to:Shanae.Williams@doh.wa.gov Phone: 360-236-3746

Done Internet



## Using Selection Criteria in CATALYST

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

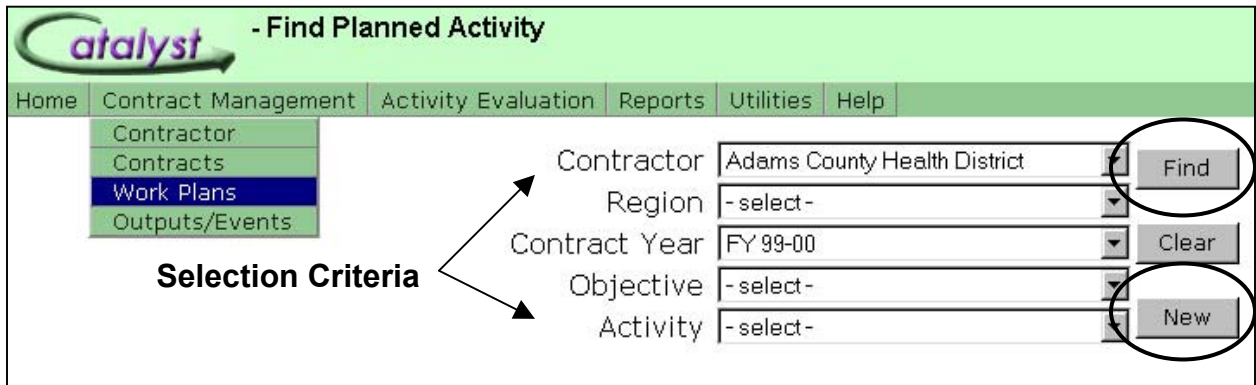
### What are selection criteria?

Selection criteria consist of a series of dropdown menus that assist users in defining a search or specifying attributes in CATALYST. CATALYST uses selection criteria in the following ways:

#### Example (1):

**Menu Location:** CONTRACT MANAGEMENT – WORK PLANS

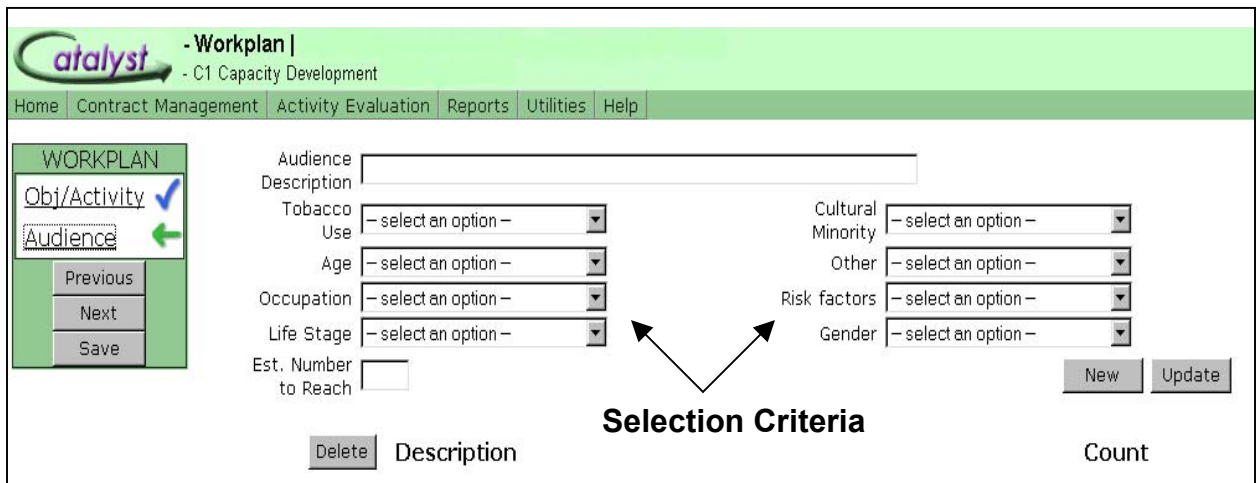
1. Contract management data entry (Contractors, Contracts, Work Plans, Outputs/Events) – selection criteria is used to help users **FIND** existing inputs or enter a **NEW** input



#### Example (2):

**Menu Location:** CONTRACT MANAGEMENT – WORK PLANS – AUDIENCE tab

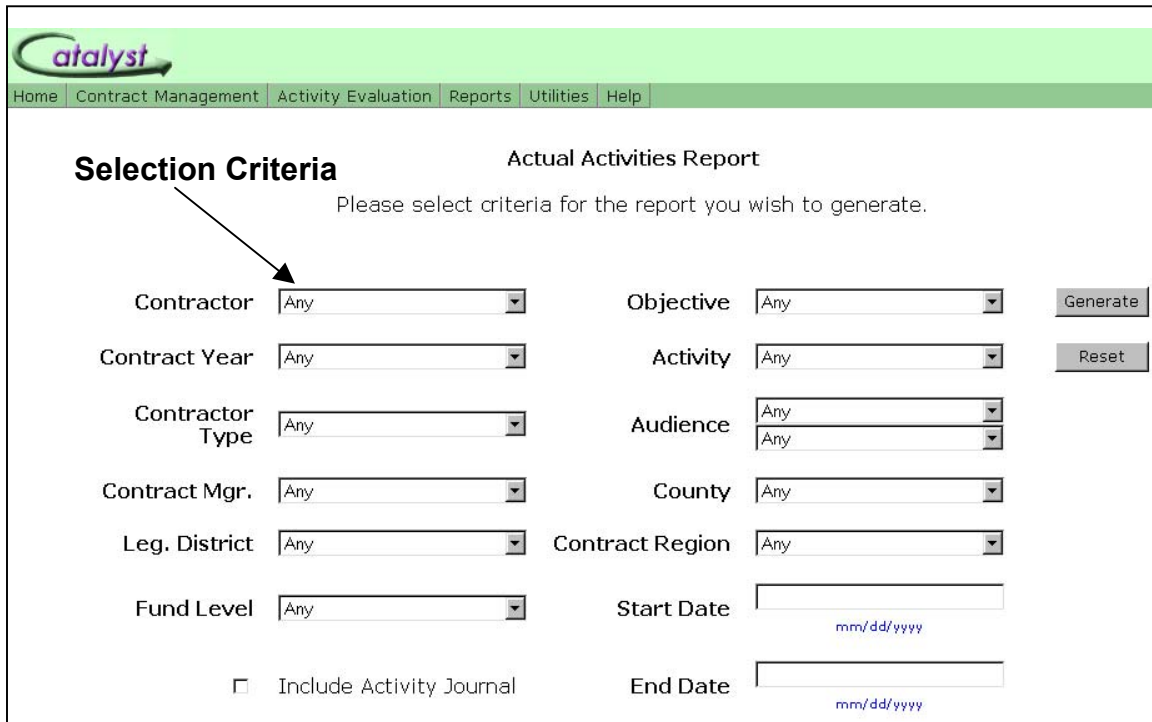
2. Audience attributes (Work Plans) – allows users to define an audience by selecting and attaching audience attributes to an audience description



**Example (3):**

**Menu Location:** REPORTS – All reports give you the option to query by selection criteria

3. Reports – allows users to query information in CATALYST to generate tailored reports



**Frequently Asked Questions (FAQs):**

**Q: Do I need to select criteria from each drop down menu when performing a search?**

**A:** No. Unless otherwise indicated users can select as few as one menu option to perform a search in CATALYST

**Q: What happens if I make a selection from each menu?**

**A:** The more criteria selected the more specific the search becomes and the less information will be returned. To perform a broad search of CATALYST select fewer menu options (selection criteria)

# Managing Contact Information In CATALYST

The screenshot displays the CATALYST web application interface. At the top, there is a navigation bar with the 'atalyst' logo and the title '- Find Contractor'. Below this, a horizontal menu contains links for 'Home', 'Contract Management', 'Activity Evaluation', 'Reports', 'Utilities', and 'Help'. A vertical sidebar on the left lists 'Contractor', 'Contracts', 'Work Plans', and 'Outputs/Events', with 'Contractor' currently selected. The main content area features a search form with four dropdown menus: 'Contractor' (labeled '- select a Contractor -'), 'Contractor Type' (labeled '- select a Contractor Type -'), 'County' (labeled '- select a County -'), and 'Region' (labeled '- select a Region -'). To the right of these dropdowns are three buttons: 'Find', 'Clear', and 'New'. At the bottom of the page, a footer line reads: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

## CONTRACT MANAGEMENT – CONTRACTOR



## **Contact Information in CATALYST**

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

**Menu Location:** CONTRACT MANAGEMENT – CONTRACTOR – CONTACT Screen

**Purpose:**

- ☐ Gives users access to tobacco contacts statewide by community, school or tribe
- ☐ Enables users to search by contact type (e.g. primary, director, fiscal etc.)
- ☐ Allows users to view contacts for specific planned activities
- ☐ The list of contacts populates other dropdown menus in CATALYST (e.g. Contract-FTE & Outputs-Time Estimates)

**Which reports display contact information in CATALYST?**

- ☐ **Contact by Contractor**
  - Who was that very nice person I met at the meeting from the Local Health Department?
- ☐ **Contact by County**
  - Who are all the important tobacco control contacts in my county?
- ☐ **Contract Summary** – displays primary contact only
  - How much money did we get in a particular year?
  - How did we distribute our funds among objectives?
  - Is our workplan locked yet?
  - What significant events related to our contract have happened?
  - How can I summarize important information about our contract for an administrator?
- ☐ **Planned Activities** – displays primary contact only
  - Who is doing a particular activity with a particular group (e.g. Hispanic/Latino, etc.)?
  - What is a particular contractor doing overall?
- ☐ **\*Actual Activities** – displays primary contact only
  - What have we achieved with a particular activity?
  - When did we do a particular event?
  - What is going on overall in a particular area?

**Frequently Asked Questions (FAQs):**

**Q: When do I update my contact info?**

**A:** Contact information should be updated as changes occur in staffing. See “How to Enter Contact Information” (next page) for instructions on entering or updating your contacts in CATALYST.

**Q: Who do we list in our contacts?**

**A:** Anyone who might be a useful contact for others relevant to the tobacco control work done by your organization. Anyone whose salary is paid in any part by DOH funds must be listed.

**Q: Who can view my contact information?**

**A:** All users can view contact information by generating any of the reports listed above except the Actual Activities Reports\*.

\*Actual Activities can only be viewed by the reporting agency.



## How to Enter Contact Information in CATALYST

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

**Step 1:** Login to CATALYST – A successful login will open the message screen

(An unsuccessful login will give you a 'login failed' message in red)

**Step 2:** From the toolbar at the top of the screen

- ❑ Select **CONTRACT MANAGEMENT – CONTRACTOR**

**Step 3:** The **FIND CONTRACTOR** screen will appear

- ❑ Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency) &
- ❑ Click **FIND** (The new button is used by DOH to add new contractors).
- ❑ Click the contractor name line at the middle of the screen.

**Step 4:** The **CONTRACTOR** screen will appear

- ❑ The header indicates Contractor Name for the contract.
- ❑ The **BASICS** tab has agency specific information you can change by re-entering the new information in the text boxes.

**Step 5:** Click the **CONTACT** tab to change individual contact information

- ❑ If updating a current contact select the contact name from the list at the bottom of the screen. This will populate the text fields with the information for the contact you selected.
- ❑ If adding a new contact click **NEW**. This will clear information from the text fields.
- ❑ To begin select the **CONTACT TYPE** from the scroll box. If a contact has more than one type use the **CONTROL** key from the keyboard to make multiple selections. Select the first contact type and then hold the **CONTROL** key down and use the mouse to select the remaining contact types.
- ❑ Update or add address, phone, and e-mail information.
- ❑ When you are done **CLICK UPDATE**. This will update the contact information on the bottom of the screen or add a new contact to the list.
- ❑ To add another contact you must click **NEW** before proceeding otherwise you will continue to make changes on the same contact.

**Step 6:** Click **SAVE**

- ❑ Update is used to make updates to the information on the screen but you must click **SAVE** for the information to be saved in the system. This can be done once at the end of your updates.

### Notes:

1. **Update** – this button is used to update any edits made to a contact. Changes will appear in the text line at the bottom of the screen. Click **SAVE** to save your updates in CATALYST.
2. **New** – this button is used to clear information from the text boxes and prepare the screen for entering a new contact. Use between entries.
3. **Save** – this button saves all of your updates in the system and returns the user to the main contractor page.

# Entering a Workplan In CATALYST

The screenshot shows a web browser window with the CATALYST application. The title bar reads '- Find Planned Activity'. The application has a green header with the 'catalyst' logo and a navigation menu with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. Under 'Contract Management', there is a sub-menu with 'Contractor', 'Contracts', 'Work Plans' (highlighted), and 'Outputs/Events'. The main content area contains search filters: Contractor (set to 'Department of Health (DOH)'), Region (set to '-select-'), Contract Year (set to '-select-'), Objective (set to '-select-'), and Activity (set to '-select-'). There are 'Find', 'Clear', and 'New' buttons. Below the filters, it says '- Select a Planned Activity -' and 'no activities found'. At the bottom, a footer note reads: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

## CONTRACT MANAGEMENT – WORK PLANS



## **Workplan Entry in CATALYST**

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

**Menu Location:** CONTRACT MANAGEMENT – WORK PLANS

**Purpose:**

- ☐ Outlines “Planned Activities” for the contract year
- ☐ Allows other users to view local program plans
- ☐ Documents program workplans by year and provides a historical perspective

**Which reports display WORKPLAN information in CATALYST?**

- ☐ **Planned Activities**
  - Who is doing a particular activity with a particular group (e.g. Hispanic/Latino, etc.)?
  - What is a particular contractor doing overall?
- ☐ **Planned Activities Detail**
  - What is the entire workplan for my organization?
- ☐ **Contract Plan Worksheet**
  - How can I start planning to implement my workplan activities?
- ☐ **Statewide Activity Summary**
  - What are a few other counties that “look like me” doing in their workplans?
  - How many ESD programs in the state are working with Project ALERT?
  - \* This report has a “key” at the bottom to identify which ESD, Community, or Tribal Organization is represented by each column
- ☐ **Subcontractor Activity Summary**
  - Which of my subcontractors are doing which activities?
  - How many subcontractors are doing a particular activity?

**Frequently Asked Questions (FAQs):**

**Q: When do I enter a workplan in CATALYST?**

**A:** Workplans are entered in CATALYST one time during the spring for the upcoming fiscal year. Contract Managers will announce due dates and provide instructions.

**Q: If my workplan changes during the year how do I make changes?**

**A:** After the workplan due date contract managers will “lock” the workplan in CATALYST. To make changes contractors must notify and discuss modifications with their appointed contract manager.

**Q: Who can view my workplan information?**

**A:** All users can view “planned activities” (workplans) by generating any of the reports listed above. Outputs or “actual activities” can only be viewed by the reporting agency.



## How to Enter Your Workplan into CATALYST

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

**Step 1:** Login to CATALYST – A successful login will open the message screen

(An unsuccessful login will give you a 'login failed' message in red)

**Step 2:** From the toolbar at the top of the screen

- ❑ Select **CONTRACT MANAGEMENT – WORK PLANS**

**Step 3:** The **FIND PLANNED ACTIVITY** screen will appear

- ❑ Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency) &
- ❑ Click **NEW** (Clicking **FIND** will find all planned activities for your workplan)

**Step 4:** The **WORKPLAN** screen will appear

- ❑ The header indicates Contractor and Year for the workplan
- ❑ Select an **OBJECTIVE** from the Objective drop down menu
- ❑ Select an **ACTIVITY** from the Activity drop down menu
- ❑ Write an **ACTIVITY DESCRIPTION** for your Objective/Activity combination
- ❑ Click **NEXT**

**Step 5:** The **AUDIENCE** screen will appear

- ❑ Give an **AUDIENCE DESCRIPTION**
- ❑ Select at least one selection criteria option from the drop down menus
- ❑ Indicate the **ESTIMATED NUMBER TO REACH**
- ❑ Click **UPDATE**
- ❑ The newly defined Audience will appear below the selection criteria
- ❑ To define another Audience for the same Objective/Activity combination
- ❑ Click **NEW** and repeat Step 5
- ❑ For more information on defining audiences please refer to the [Target Audience](#) reference document

**Step 6:** Click **SAVE**

- ❑ CATALYST will return you to the **FIND PLANNED ACTIVITY** screen
- ❑ A message will appear in the header to confirm your workplan entry was saved
- ❑ You can view your entry at the bottom of the Workplan screen under **Select a Planned Activity**
- ❑ Repeat the steps above to add additional Objective/Activity combinations to your workplan



## Target Audiences

### **What is a “target audience” for my activities in CATALYST?**

The “target audience” is the group of people who should be directly affected by your activity. More specifically, they are the people whose behavior, knowledge, or beliefs you hope to change with your activity.

### **How do I select ‘attributes’ that describe my target audience in CATALYST?**

After selecting your objective and activity, the second – and final – step in entering the activity into your workplan is to describe your target audience.

The attribute lists are attached to this document (ATTACHMENT A). You can select up to one from each list, or only one total. For example, the target audience for a community newsletter could be named “Community Members” with the attribute “other-community stakeholders” while the audience for a very targeted secondhand smoke education effort could be named “Pregnant Hispanic Migrant Workers” with the attributes “life stage-pregnancy AND multicultural-Hispanic AND demographic-low income”.

You need to select at least one attribute because if you do not select anything your target audience would be “all living people in my county/ESD”. That would not be appropriate. For any activity you are doing, you should have an Audience Description, at least one attribute, and the Estimated Number to Reach.

### **How do I select more than one Cultural Minority group to target, for example if I am targeting the Quit Line to Hispanics and Sexual Minorities? (This could apply to any of the audience attribute categories)**

You must enter these as separate audiences. In some cases DOH can create new audience categories, if you feel very strongly that some additional audience is needed. However, the point of individually identifying audiences is to help you communicate that you are targeting them specifically. If you did not require separate approaches for Hispanic and Sexual Minority populations, then two separate audiences would not be necessary,

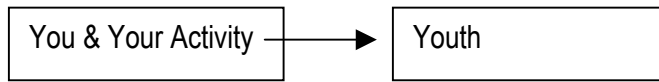
### **I’m confused about who exactly I should report on, because there are really several groups that are affected by my activity.**

Many of the activities we do can have multiple audiences – including primary, secondary, and distal target audiences. Numbers you enter into CATALYST should be for your *primary audiences*.

Examples comparing these types of audience follow:

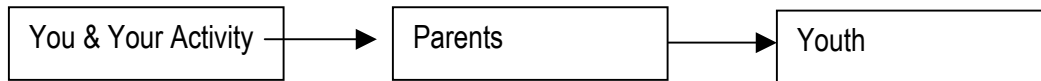
*Example 1: Directly educating youth about the dangers of tobacco*

**Activity** **Primary Target Audience**



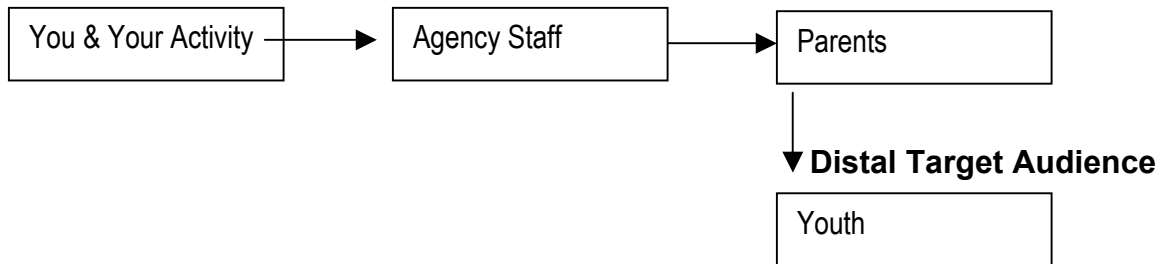
*Example 2: Educating parents to talk to their children about dangers of tobacco*

**Activity** **Primary Target Audience** **Secondary Target Audience**



*Example 3: Educating social service agency staff to train parents to talk to their children about dangers of tobacco*

**Activity** **Primary Target Audience** **Secondary Target Audience**



*Example 4: Other activity types that may have confusing target audiences*

ACTIVITY	PRIMARY TARGET AUDIENCE	SECONDARY TARGET AUDIENCE
Media Advocacy (getting articles in local media to promote your issue)	Newspaper, radio, or other media reporters/staff	Readers/consumers of media
Peer Education (TATU, etc.)	Older youth trained to make presentations	Younger youth recipients of presentations
Teacher/Staff Training	Teachers/Staff	Recipients of programs or curricula
Newsletter	“Community Stakeholders” or other descriptive of your audience – note that this will only be reported on once with updates. So if 200 people receive your quarterly newsletter, the total number served should be about 200 (not 800=200X4)	n/a

**How accurate do my “benchmark numbers” (estimated numbers of each audience type to reach) need to be? Will I be held accountable to these numbers, and could a failure to reach them have fiscal consequences?**

DOH staff understands that you are becoming accustomed to estimating the target audience numbers. What we expect is that you will give your best guess, and DOH will treat that number accordingly. It is likely that in some cases the benchmark will be far exceeded, and in some cases there will be difficulties that prevent the benchmark from being reached. Constant contact with your contract manager is crucial so that he/she is not surprised.

**What is the purpose of having numbers put in, if they might be poor estimates?**

Entering estimates of target audience reach helps DOH to understand approximately how much resource/effort is being dedicated to that activity. Without such a number, it is impossible to tell the difference between a \$40 activity and a \$4,000 activity.

**When are we supposed to report on our activities, and how will the Contract Managers check that?**

DOH contract managers will check for your entries on a monthly basis. Since you have until the 10<sup>th</sup> of each month to complete entries to describe activities for the previous month, contract managers will check your entries shortly after the 10<sup>th</sup>. If you have questions about your reporting, please contact your contract manager.



## **CATALYST Audience Attributes**

### **Tobacco Use**

Current smoker  
Current Smokeless Tobacco User  
Experimenting with Tobacco  
Former User  
Non-User  
Current Users Any Tobacco

### **Age**

Elementary School Youth  
Middle/Junior High School Youth  
High School Youth  
Young Adult/College  
Seniors  
Adults

### **Occupation**

Employers/Management  
Restaurant Owner/Managers  
Tobacco Retailers  
Local Government Officials/Policymakers  
Media (Reporters, Editorial Board)  
Foster Homes  
Daycare Providers  
Elementary School Staff  
Middle/Junior High School Staff  
Health Care providers/Organizations  
Social Services Providers/Organizations  
Blue Collar Worker  
Law Enforcement  
Tobacco Prevention Staff  
School or District Administrators  
High School Staff  
School Nurses  
District/ESD/P&I Staff  
General School Staff



**Occupation (cont.)**

Coaches  
Youth Service Providers/Organizations

**Life Stage**

Pregnant Women  
Parents/Families

**Cultural Minority**

African Americans  
Native Americans  
Asian/Pacific Islanders  
Hispanic/Latino Americans  
Sexual Minorities  
Russian/East European Immigrants  
Other Race/Ethnic Minority  
Minority-serving Organizations

**Other**

Service Clubs/Organizations  
Community Stakeholders  
Advisory Board Members  
Youth Leaders  
Local Opinion Leaders  
Restaurant Patrons

**Risk Factor**

Low Income  
Disability (Physical, Mental)  
Juvenile Offender  
Offender  
At-risk Socio-economic-peer Risk

**Gender**

Female  
Male

# Reporting on Outputs In CATALYST

The screenshot shows a web browser window with the CATALYST application. The title bar reads '- Find Output/Event'. The application has a green header with the CATALYST logo and a navigation menu with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. A sidebar on the left contains a tree view with 'Contractor', 'Contracts', 'Work Plans', and 'Outputs/Events' (which is highlighted in blue). The main content area contains a search form with the following fields and controls:

- Contractor: A dropdown menu with 'Department of Health (DOH)' selected.
- Region: A dropdown menu with '- select -'.
- Contract Year: A dropdown menu with '- select -'.
- Objective: A dropdown menu with '- select -'.
- Activity: A dropdown menu with '- select -'.
- Buttons: 'Find', 'Clear', and 'New'.

Below the search fields, there is a link '- Select an Output/Event -' and a message 'No Outputs/Events Selected'. At the bottom of the page, a footer line reads: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

## CONTRACT MANAGEMENT – OUTPUTS/EVENTS



## **Output/Event Reporting in CATALYST**

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

**Menu Location:** CONTRACT MANAGEMENT – OUTPUTS/EVENTS

**Purpose:**

- ☐ Allows users to view & track their own program outputs/events
- ☐ Creates a historical record of program activities with specific details
- ☐ Charts progress at accomplishing workplan goals
- ☐ Enables users to track time spent on specific activities

**Which reports display Output/Event information in CATALYST?**

- ☐ **Objective-Activity-Output**
  - What are our outputs for a particular objective-activity combination?
- ☐ **Actual Activities**
  - What have we achieved with a particular activity?
  - When did we do a particular event?
- ☐ **Actual Activities Detail**
  - What was our experience with a particular activity – how many were served, and where?
  - What stories did we have to tell about this particular activity?
- ☐ **Planned vs. Actual**
  - How are we doing (high-level) at accomplishing the activities in our workplan?
- ☐ **Outputs by Audience**
  - What audience(s) was served by a particular output?
- ☐ **Outputs by Subregion**
  - How are our activities geographically distributed in our service area (recorded using school districts boundaries)?
- ☐ **Partnership**
  - How much time/value has a particular key partner contributed during a certain time period?
  - How much time/value has been contributed overall to our organization during a certain time period?

**Frequently Asked Questions (FAQs):**

**Q: When reporting Outputs do I use the FIND or NEW button?**

**A:** Using the FIND feature will allow you to locate a previously entered Output in CATALYST and add new information to the Activity Journal. Clicking NEW creates a new output in CATALYST for a particular objective/activity combination (see next page for more information)

**Q: How often do I report Outputs in CATALYST?**

**A:** Outputs should be entered by the 10<sup>th</sup> of each month unless otherwise negotiated with your contract manager.

**Q: Who can view my Output/Event information?**

**A:** Users can only view Actual Activities for their own contract. Contract Managers and the Evaluation staff can view all Actual Activities for all contractors.



## Using FIND vs. NEW for Output/Event Entry

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

**Menu Location:** CONTRACT MANAGEMENT – OUTPUTS/EVENTS  
Find Output/Event screen appears with a **FIND** and **NEW** button

**Issue:** When reporting on Outputs/Events in CATALYST users have the option of selecting **NEW** to report a new Output/Event or selecting **FIND** to add more details to the Activity Journal of an existing Output/Event report

**NEW** creates a new Output/Event in CATALYST for a selected Objective/Activity combination. Selecting NEW requires entry of Objective/Activity, Event Details, Audience, Key Partners and Journal information. NEW allows users to report multiple times on the same Objective/Activity combination to capture new event details, audiences, and key partners.

**FIND** generates an Output/Events list based on the selection criteria. Selecting FIND enables users to add details to the journal of a selected Output/Event. FIND allows users to report on an on-going activity without duplicating audience numbers.

The table below gives a few examples of how to report on particular activities using the **NEW** or **FIND** feature. If you are uncertain how to report a particular Output/Event contact your contract manager for further guidance.

Activity	Select
Advisory boards, coalitions, and classes that have periodic meetings with the same audience	Select <b>FIND</b> and add event notes to the Activity Journal
Synar Compliance Checks	Select <b>NEW</b> to report on a new group of compliance checks
Newsletter distributed to mailing list	Select <b>FIND</b> and add event notes to the Activity Journal
Diversion Program	Select <b>NEW</b> if reporting on a new audience group and <b>FIND</b> if adding new details to an on-going group





## How to Report on Outputs/Events in CATALYST

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

**Step 1:** Login to CATALYST – A successful login will open the message screen

(An unsuccessful login will give you a 'login failed' message in red)

**Step 2:** From the toolbar at the top of the screen

- ❑ Select **CONTRACT MANAGEMENT – OUTPUTS/EVENTS**

**Step 3:** The **FIND EVENT** screen will appear

- ❑ Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency) &
- ❑ Click **NEW** (Clicking **FIND** will find all reported events for your contract)

**Step 4:** The **OUTPUT** screen will appear

- ❑ The header indicates Contractor and Year for the contract
- ❑ Select an **OBJECTIVE** from the Objective drop down menu
- ❑ Select an **ACTIVITY** to report on from the Activity drop down menu (Planned Activities are indicated with an \*. You can also report on Unplanned Activities as needed) and Click **NEXT**

**Step 5:** Describe the **EVENT DETAILS**

- ❑ Select the **EVENT TYPE** from the drop down menu
- ❑ Indicate a **LOCATION** for the event (Optional feature)
- ❑ Indicate the **START** and **END** date
- ❑ Choose a **SERVICE REGION** (In CATALYST Service Regions are defined by School District boundaries) (Optional feature)
- ❑ Select a **CONTACT**, **TYPE** (Preparation, Implementation, Travel), and **HOURS** for the Activity/Event (Optional feature)
- ❑ Click **NEXT**

**Step 6:** Define the **AUDIENCE REACHED** for the event

- ❑ If you are reporting on a Planned Activity CATALYST will retrieve the audience categories you planned for in your workplan
- ❑ For a Planned Activity indicate the **NUMBER REACHED** in each audience category ("Other" is always an option)
- ❑ For Unplanned Activities report the Number Reached under "Other"
- ❑ Click **NEXT**

**Step 7:** Record **KEY PARTNER** support for the event

- ❑ Select a **KEY PARTNER** from the drop down menu or type the name of the key partner in the text box
- ❑ Select the **CONTRIBUTION TYPE** from the drop down menu
- ❑ Indicate the **DATE** of the contribution
- ❑ For Cash or Materials indicate a **\$ VALUE**
- ❑ To report **VOLUNTEER HOURS** specify the # of hours contributed
- ❑ Record any **NOTES** you want to remember about this Key Partner
- ❑ Click **UPDATE** (Update will add the Key Partner to the bottom of the screen)
- ❑ Click **NEW** to add another Key Partner for this event or click **NEXT**

**Step 8:** The **EVENT JOURNAL** is for you to record details about the event

**Step 9:** Click **SAVE**

# Survey Data Entry In CATALYST

The screenshot shows a web browser window displaying the CATALYST Activity Evaluation interface. The browser's address bar shows the URL <http://localhost:8080/catalyst/evaluationTools/surveyDataEntry.do>. The application has a green header with the 'catalyst' logo and the title '- Activity Evaluation'. Below the header is a navigation menu with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. Under 'Activity Evaluation', there are sub-links for 'Evaluation Tools' and 'Survey Data Entry'. The main content area contains two dropdown menus: 'Contractor' (set to 'Adams County Health District') and 'Contract Year' (set to 'FY 02-03'). To the right of these are two more dropdown menus: 'Objective' (set to '- select an Objective -') and 'Activity' (set to '- select an Activity -'). There are 'Find' and 'Clear' buttons to the right of the dropdowns. Below the dropdowns, the text '- Select an Output/Event -' is displayed, followed by the message 'no activities with surveys found'. At the bottom of the page, a footer contains the text: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

<http://localhost:8080/catalyst/evaluationTools/surveyDataEntry.do>

**catalyst** - Activity Evaluation

Home | Contract Management | Activity Evaluation | Reports | Utilities | Help

Evaluation Tools

Survey Data Entry

Contractor: Adams County Health District Objective: - select an Objective - Find

Contract Year: FY 02-03 Activity: - select an Activity - Clear

- Select an Output/Event -

no activities with surveys found

Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746

## ACTIVITY EVALUATION – SURVEY DATA ENTRY



## **Survey Data Entry in CATALYST**

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

**Menu Location:** ACTIVITY EVALUATION – SURVEY DATA ENTRY

**Purpose:**

- ☐ Allows users to attach survey data to an output in CATALYST
- ☐ Standardized surveys available for activity evaluation
- ☐ Survey data can be downloaded and analyzed with other software packages

**Which reports display Activity Evaluation information in CATALYST?**

- ☐ **Pre Group & Question**
  - What were the summary responses for the Pre-test or stand-alone test we gave to a group of program participants?
- ☐ **Pre & Post Group & Question**
  - How did the group participants change in their responses from the beginning to the end of the program?
- ☐ **Response Distribution**
  - For a pre-test or a post-test or a stand-alone event, what percentage of the people who took the survey answered in a particular way?
- ☐ **Generic Tracking**
  - How many requests for information have been recorded in the past month?
- ☐ **Individual Retailer Tracking**
  - What are the compliance results for a particular retailer?
- ☐ **Group Retailer Tracking**
  - What are the Operation Storefront results for a particular region?

**Frequently Asked Questions (FAQs):**

**Q: Am I required to enter survey data for activities in my workplan?**

**A:** Currently there is no requirement for entering survey data in CATALYST. Using the survey data entry feature in CATALYST can help you assess the value of a particular activity in your workplan.

**Q: Do I need to enter every survey for each activity?**

**A:** A sample of surveys is acceptable for evaluation purposes. To determine a sample size contact a CATALYST administrative support person.

**Q: Can I use surveys that are not in CATALYST?**

**A:** Yes, non-standardized surveys can be entered in CATALYST for evaluation of local health projects. Contact a CATALYST administrative support person for more details on Special Project Surveys.



## How to Enter Survey and Tracking Data in CATALYST

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

**Step 1:** Login to CATALYST – A successful login will open the message screen

(An unsuccessful login will give you a 'login failed' message in red)

**Step 2:** From the toolbar at the top of the screen

- ☐ Select **ACTIVITY EVALUATION**
- ☐ The **SURVEY DATA ENTRY** link will allow the user to enter survey data for a reported output/event. Click **SURVEY DATA ENTRY**
- ☐ Note: The link for **EVALUATION TOOLS** will open a new page and give the user printing/viewing access for the tools in CATALYST

**Step 3:** The **ACTIVITY EVALUATION** screen will appear

- ☐ Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency)
- ☐ Select the **ACTIVITY** associated with the data to be entered (i.e.: C2.01.01 Synar Compliance Checks)
- ☐ Click **FIND** (A list of reported events will appear)
- ☐ Select the **OUTPUT/EVENT** that corresponds with the data to be entered.  
**\*(Note: You must first report on an output/event before you can enter survey & tracking data for that output/event – Follow the steps in “How to report on Outputs in CATALYST” then return to these instructions)**

**Step 4:** The **SELECT SURVEY** screen will appear

- ☐ The header indicates the Contractor Name and Activity
- ☐ Select the form to be used by clicking on the **SURVEY NAME** drop down menu
- ☐ To begin entering data click **ENTER NEW SURVEY DATA**

**Step 5:** The **PARTICIPANT** screen will appear

- ☐ Begin by entering the metadata for your project (i.e. address information, name code, grade, etc.)
- ☐ Enter the **SURVEY DATE** (mm/dd/yyyy) and click **ENTER DATA**
- ☐ Answer the questions on each screen and click **NEXT SECTION** to move through the survey (**PREVIOUS SECTION** if you need to go back)
- ☐ When the last question is answered CATALYST returns to the Participant/Retailer screen and prompts the user for the next survey entry

**Step 6: Reports**

- ☐ CATALYST automatically generates results for the data entered
- ☐ Select **REPORTS – ACTIVITY EVALUATION** and the corresponding report for the information entered

### Notes:

1. Enter Data – gives users access to the Compliance Check Form in CATALYST
2. Clear – clears the selection criteria from the data fields
3. Find Participant/Retailer –using selection criteria provides access to the participant/retailer database
4. Find Survey – using selection criteria users can search the system for previously entered data attached to a participant or retailer and choose to make survey corrections or delete a survey



## Reporting Subcontractor Data in CATALYST

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

### Purpose:

- ❑ Allows subcontractors to have a contract in CATALYST under the umbrella of the primary contractor
- ❑ Gives contractors the ability to enter a workplan and report on outputs/events for subcontractors
- ❑ Enables contractors to run reports based on subcontractor data in CATALYST
- ❑ Gives ESDs the ability to monitor data at the school district level
- ❑ \*This is an optional enhancement and does not apply to every contractor

### Which reports display Subcontractor data in CATALYST?

- ❑ The Contract Management reports currently available in CATALYST can also be used to query/view subcontractor data. One new report has been added specifically for subcontractors
- ❑ **Subcontractor Activity Summary Report**
  - Similar to Statewide Activity Summary (SAS) report
  - Uses a grid to display workplan activities across subcontractors for a particular contractor

### Frequently Asked Questions (FAQs):

#### **Q: What is a subcontractor in CATALYST?**

**A:** A subcontractor is defined as any entity other than the primary contractor responsible for carrying out part of the planned activities in a given contract year. This can be a contractual or non-contractual arrangement.

#### **Q: How does the subcontractor enhancement work?**

**A:** Contractors interested in reporting subcontractor information in CATALYST can contact a CATALYST administrative support person and arrange for a subcontract to be added to their contract. The new contract is under the umbrella of the primary contract. Subcontracts are identified by their region name. Data entry is then divided between the primary contract and any subcontracts. The following two pages demonstrate how to report subcontractor activities.

#### **Q: What is the difference between creating a contract for a subcontractor and using the service region feature to enter school district information?**

**A:** The subcontractor enhancement allows all contractors to manage subcontracts in CATALYST by entering an individual workplan and reporting outputs and generating reports by subcontract. Using the service region feature to report school district activity will record the output under the primary contract but will not make the data available for reports by subcontract.

#### **Q: Do I have to report by subcontractor?**

**A:** Users only use the subcontractor feature if they have arranged to do so with their contract manager and have contacted a CATALYST administrator to add the subcontractor information to CATALYST. ESDs are encouraged to report by subcontractor (school district).



## How to Enter a Workplan for a Subcontractor into CATALYST

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

*\* Step 3 provides access to subcontractor workplans. All other steps are the same as entry for a primary contract*

**Step 1:** Login to CATALYST – A successful login will open the message screen  
(An unsuccessful login will give you a 'login failed' message in red)

**Step 2:** From the toolbar at the top of the screen

- Select **CONTRACT MANAGEMENT – WORK PLANS**

**\*Step 3:** The **FIND PLANNED ACTIVITY** screen will appear

- Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency) &
- Click **NEW** (Clicking **FIND** will find all planned activities for your workplan)
- **NEW** generates a list of subcontractors to choose from. Select the subcontractor you wish to create a workplan for and proceed to Step 4.

**Step 4:** The **WORKPLAN** screen will appear

- The header indicates Contractor and Year for the workplan
- Select an **OBJECTIVE** from the Objective drop down menu
- Select an **ACTIVITY** from the Activity drop down menu
- Write an **ACTIVITY DESCRIPTION** for your Objective/Activity combination
- Click **NEXT**

**Step 5:** The **AUDIENCE** screen will appear

- Give an **AUDIENCE DESCRIPTION**
- Select at least one selection criteria option from the drop down menus
- Indicate the **ESTIMATED NUMBER TO REACH**
- Click **UPDATE**
- The newly defined Audience will appear below the selection criteria
- To define another Audience for the same Objective/Activity combination
- Click **NEW** and repeat Step 5
- For more information on defining audiences please refer to the Target Audience reference document on the Contractor Resources Website

**Step 6:** Click **SAVE**

- CATALYST will return you to the **FIND PLANNED ACTIVITY** screen
- A message will appear in the header to confirm your workplan entry was saved
- You can view your entry at the bottom of the Workplan screen under **Select a Planned Activity**
- Repeat the steps above to add additional Objective/Activity combinations to your workplan



## How to Report on Outputs/Events for Subcontractors in CATALYST

[www5.doh.wa.gov/catalyst](http://www5.doh.wa.gov/catalyst)

*\* Step 3 provides access to subcontractor outputs. All other steps are the same as entry for a primary contract*

**Step 1:** Login to CATALYST – A successful login will open the message screen

(An unsuccessful login will give you a 'login failed' message in red)

**Step 2:** From the toolbar at the top of the screen

- ❑ Select **CONTRACT MANAGEMENT – OUTPUTS/EVENTS**

**\*Step 3:** The **FIND EVENT** screen will appear

- ❑ Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency) &
- ❑ Click **NEW** (Clicking **FIND** will find all reported events for your contract)
- ❑ **NEW** generates a list of subcontractors to choose from. Select the subcontractor you want to report an output for and proceed to Step 4.

**Step 4:** The **OUTPUT** screen will appear

- ❑ The header indicates Contractor and Year for the contract
- ❑ Select an **OBJECTIVE** from the Objective drop down menu
- ❑ Select an **ACTIVITY** to report on from the Activity drop down menu (Planned Activities are indicated with an \*. You can also report on Unplanned Activities as needed) and Click **NEXT**

**Step 5:** Describe the **EVENT DETAILS**

- ❑ Select the **EVENT TYPE** from the drop down menu
- ❑ Indicate a **LOCATION** for the event (Optional feature)
- ❑ Indicate the **START** and **END** date
- ❑ Choose a **SERVICE REGION** (In CATALYST Service Regions are defined by School District boundaries) (Optional feature)
- ❑ Select a **CONTACT, TYPE** (Preparation, Implementation, Travel), and **HOURS** for the Activity/Event (Optional feature)
- ❑ Click **NEXT**

**Step 6:** Define the **AUDIENCE REACHED** for the event

- ❑ If you are reporting on a Planned Activity CATALYST will retrieve the audience categories you planned for in your workplan
- ❑ For a Planned Activity indicate the **NUMBER REACHED** in each audience category ("Other" is always an option)
- ❑ For Unplanned Activities report the Number Reached under "Other"
- ❑ Click **NEXT**

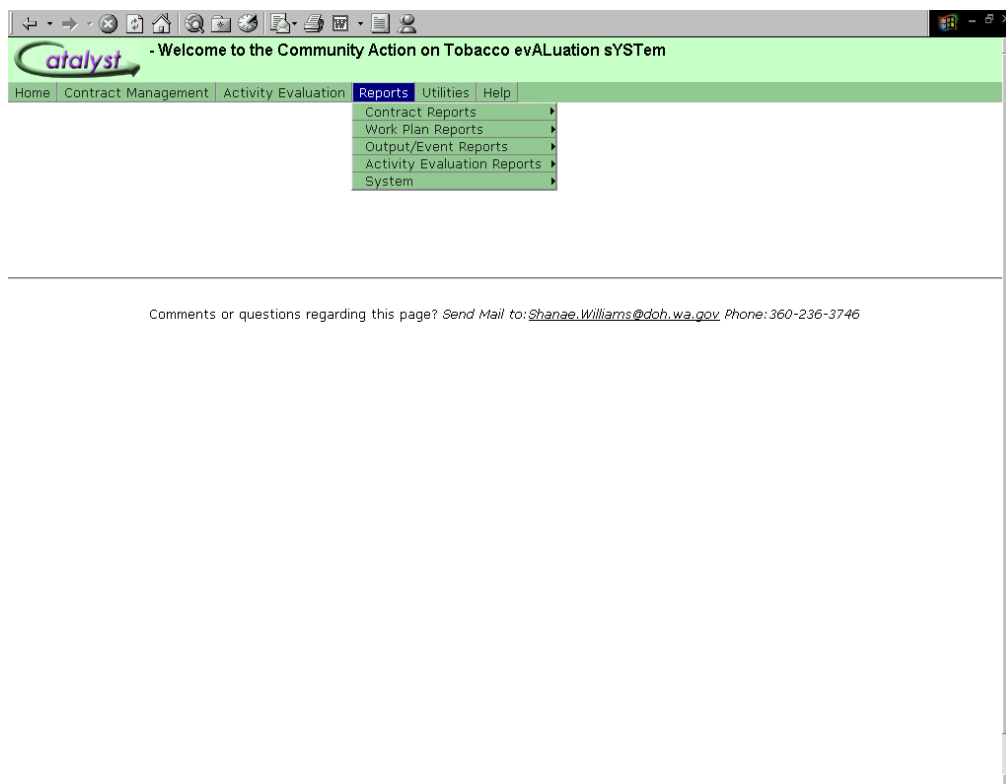
**Step 7:** Record **KEY PARTNER** support for the event

- ❑ Select a **KEY PARTNER** from the drop down menu or type the name of the key partner in the text box
- ❑ Select the **CONTRIBUTION TYPE** from the drop down menu
- ❑ Indicate the **DATE** of the contribution
- ❑ For Cash or Materials indicate a **\$ VALUE**
- ❑ To report **VOLUNTEER HOURS** specify the # of hours contributed
- ❑ Record any **NOTES** you want to remember about this Key Partner
- ❑ Click **UPDATE** (Update will add the Key Partner to the bottom of the screen)
- ❑ Click **NEW** to add another Key Partner for this event or click **NEXT**

**Step 8:** The **EVENT JOURNAL** is for you to record details about the event

**Step 9:** Click **SAVE**

# Creating Reports In CATALYST

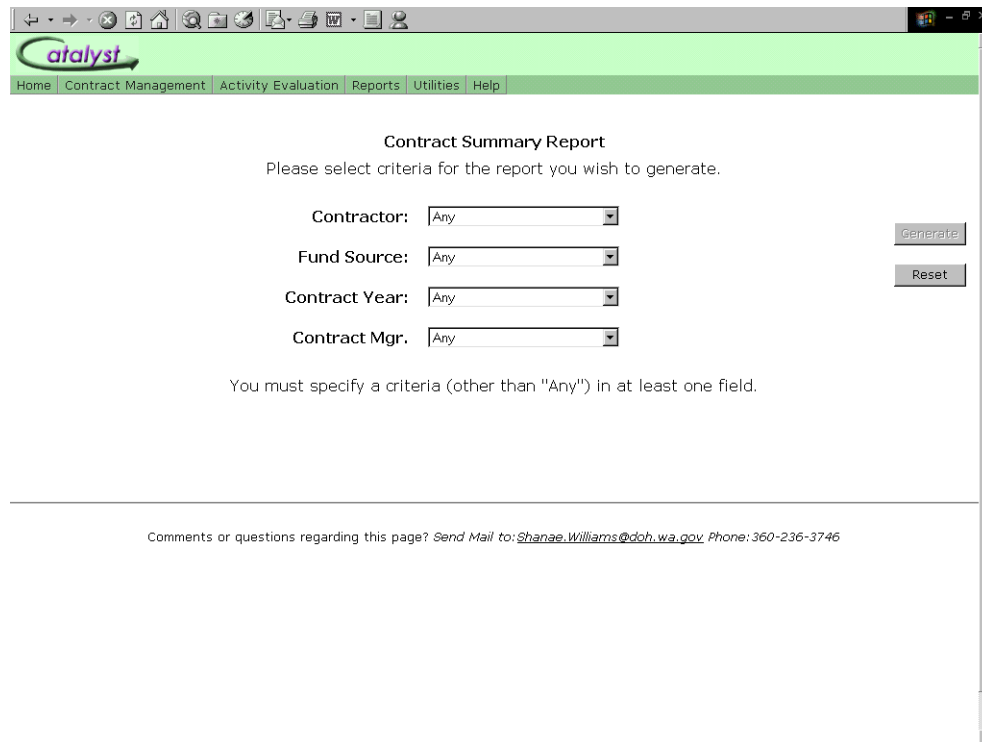


## Tips for creating reports in CATALYST

1. Reports are not saved in CATALYST and continually change as need information is entered into the system.
2. Reports can be pasted in WORD or EXCEL for further formatting.
3. Reports can be printed directly from browser.
4. Reports can be printed with landscape or portrait orientation.



## Contract Summary Report

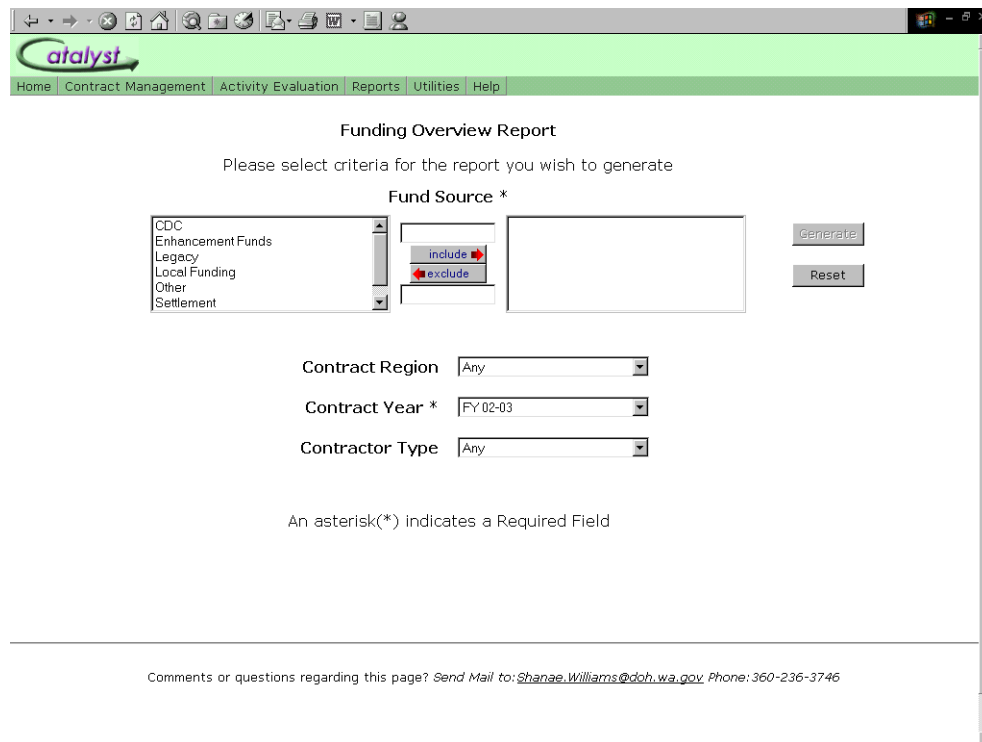


The screenshot shows a web browser window with the atalyst logo in the top left corner. The browser's address bar and menu bar are visible. The main content area has a green header with the atalyst logo and a navigation menu with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. Below the header, the title "Contract Summary Report" is centered, followed by the instruction "Please select criteria for the report you wish to generate." There are four dropdown menus labeled "Contractor:", "Fund Source:", "Contract Year:", and "Contract Mgr.", each with "Any" selected. To the right of these menus are two buttons: "Generate" and "Reset". Below the dropdowns, a message states: "You must specify a criteria (other than 'Any') in at least one field." At the bottom of the page, a footer line reads: "Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746".

### Questions to answer:

1. **Local Q:** How much money did we get in a particular year?
2. **Local & State Q:** How did we distribute our funds among objectives?
3. **Local Q:** How can I summarize important information about our contract for an administrator?
4. **Local & State Q:** What are the details related to a current or past contract?

## Funding Overview Report

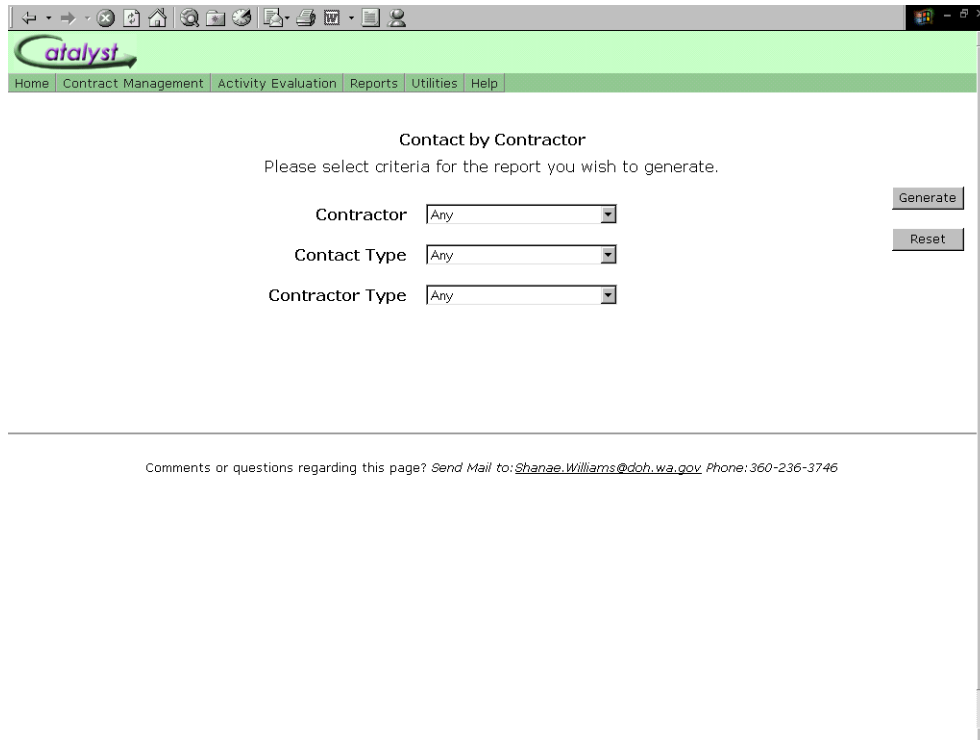


The screenshot shows a web browser window with the 'atalyst' logo in the top left. A navigation bar contains links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main heading is 'Funding Overview Report'. Below it, a prompt says 'Please select criteria for the report you wish to generate'. The 'Fund Source \*' section features a list box with options: CDC, Enhancement Funds, Legacy, Local Funding, Other, and Settlement. To the right of this list are 'include' and 'exclude' buttons. Further right are 'Generate' and 'Reset' buttons. Below the list box, there are three dropdown menus: 'Contract Region' (set to 'Any'), 'Contract Year \*' (set to 'FY 02-03'), and 'Contractor Type' (set to 'Any'). A note states 'An asterisk(\*) indicates a Required Field'. At the bottom, a footer provides contact information: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

### Questions to answer:

1. **State & Local Q:** How is our funding distributed overall?
2. **Local Q:** How much have our Key Partner contributions been in total?
3. **Local Q:** What objectives are most supported by our Key Partners?

## Contact By Contractor Report

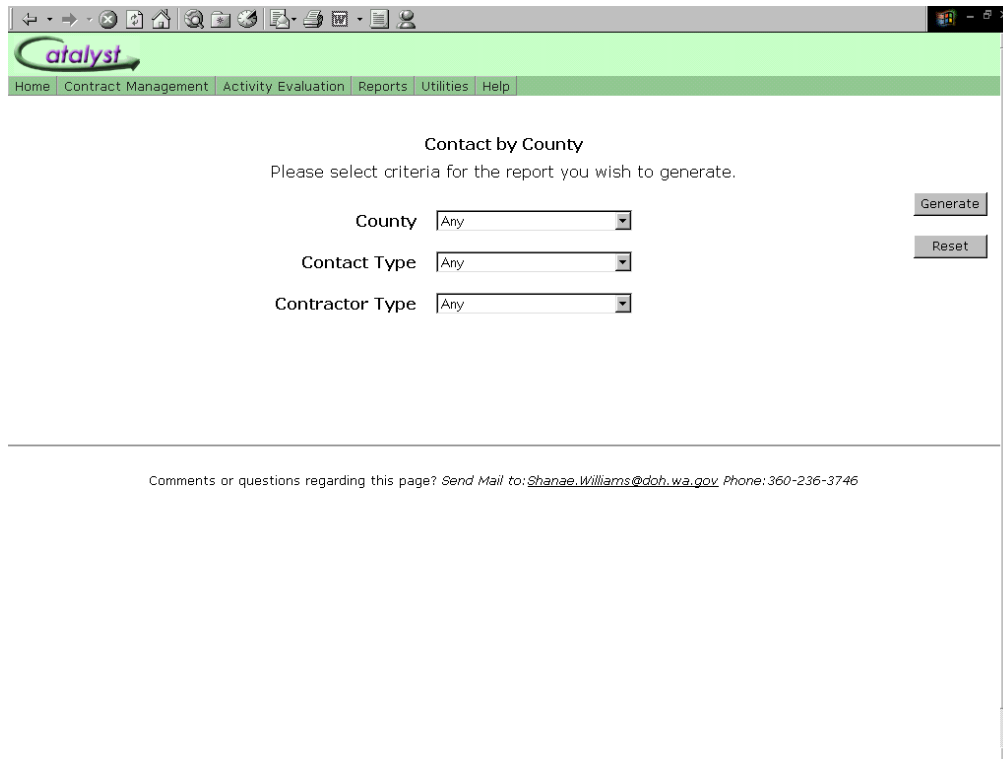


The screenshot shows a web browser window with the 'atalyst' logo in the top left. A navigation bar contains links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'Contact by Contractor' and includes the instruction 'Please select criteria for the report you wish to generate.' Below this are three dropdown menus labeled 'Contractor', 'Contact Type', and 'Contractor Type', each with 'Any' selected. To the right of these menus are 'Generate' and 'Reset' buttons. At the bottom of the page, a small text line reads: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

### Questions to answer:

1. **Local Q:** Who was that very nice person I met at the meeting from the Local Health Department?
2. **Local Q:** What is the contact information for the DOH Assessment/Evaluation staff?
3. **State & Local Q:** Provide a list of all the contacts for a particular contractor.

## Contact By County Report

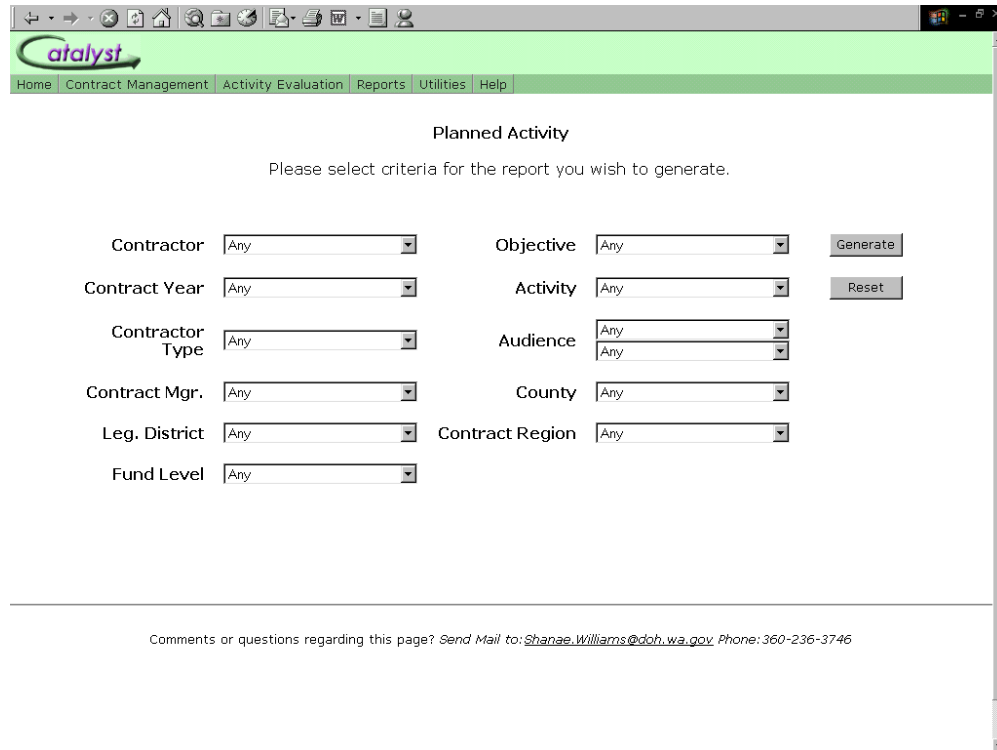


The screenshot shows a web browser window with the atalyst logo in the top left corner. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled "Contact by County" and contains the instruction "Please select criteria for the report you wish to generate." Below this, there are three dropdown menus labeled "County", "Contact Type", and "Contractor Type", each with "Any" selected. To the right of these menus are "Generate" and "Reset" buttons. At the bottom of the page, there is a footer with contact information: "Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746".

### Questions to answer:

1. **Local Q:** Who are all of the important tobacco control contacts in my county?
2. **Local Q:** Who are all of the ESD contacts in my county?
3. **State & Local Q:** Who are all of the second hand smoke contacts in the state?

## Planned Activities Report



The screenshot shows a web browser window with the 'atalyst' logo in the top left. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'Planned Activity' and contains the instruction: 'Please select criteria for the report you wish to generate.' Below this, there are two columns of dropdown menus for selecting criteria. The first column includes Contractor, Contract Year, Contractor Type, Contract Mgr., Leg. District, and Fund Level. The second column includes Objective, Activity, Audience (with a sub-dropdown), County, and Contract Region. To the right of the dropdowns are 'Generate' and 'Reset' buttons. At the bottom of the page, there is a footer with contact information: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

**Planned Activity**

Please select criteria for the report you wish to generate.

Contractor	<input type="text" value="Any"/>	Objective	<input type="text" value="Any"/>	<input type="button" value="Generate"/>
Contract Year	<input type="text" value="Any"/>	Activity	<input type="text" value="Any"/>	<input type="button" value="Reset"/>
Contractor Type	<input type="text" value="Any"/>	Audience	<input type="text" value="Any"/>	
Contract Mgr.	<input type="text" value="Any"/>	County	<input type="text" value="Any"/>	
Leg. District	<input type="text" value="Any"/>	Contract Region	<input type="text" value="Any"/>	
Fund Level	<input type="text" value="Any"/>			

Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746

## Questions to Answer:

- 1. Local & State Q:** Who is doing a particular activity with a particular target audience?
- 2. State Q:** What is a particular contractor doing overall or in a particular area?
- 3. Local Q:** What did our organization do last year?



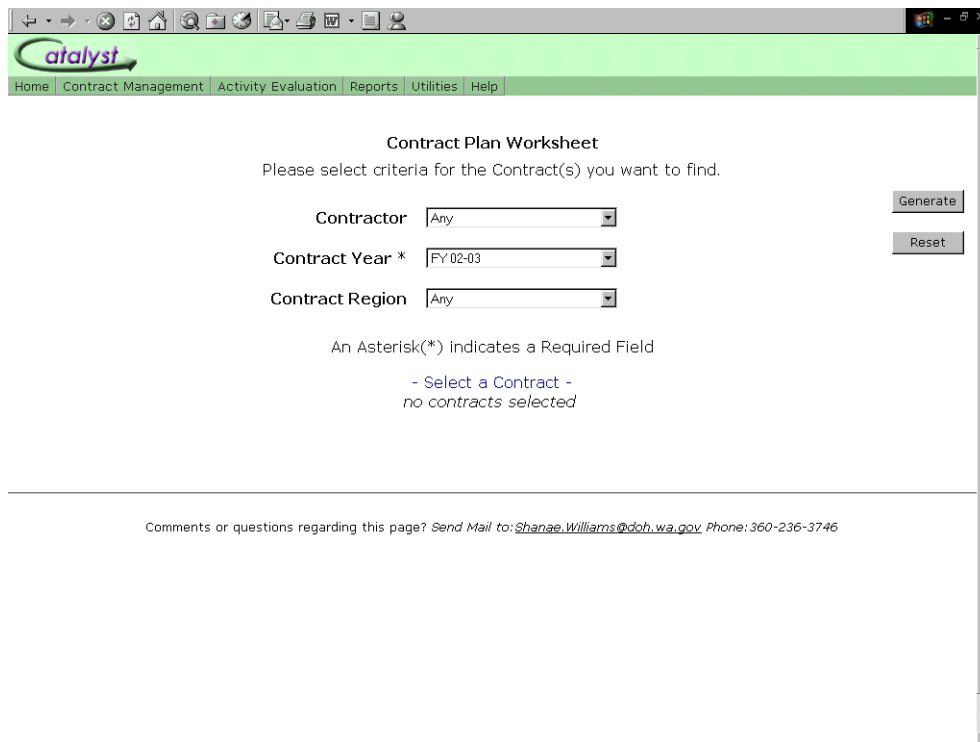
## Planned Activities Detail Report

The screenshot shows a web browser window with the 'atalyst' logo in the top left corner. Below the logo is a navigation bar with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'Planned Activities Detail Report' and contains the instruction: 'Please select criteria for the report you wish to generate.' There are three dropdown menus: 'Contractor' with 'Any' selected, 'Contract Year \*' with 'FY 02-03' selected, and 'Contract Region' with 'Any' selected. To the right of these menus are 'Find' and 'Reset' buttons. Below the dropdowns, a note states: 'An Asterisk(\*) Indicates a Required Field'. Further down, there is a blue link that says '- Select a Contract -' and a message that says 'no contracts selected'. At the bottom of the page, there is a footer with contact information: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

### Questions to Answer:

1. **Local Q:** What is the entire workplan for my organization?

## Contract Plan Worksheet

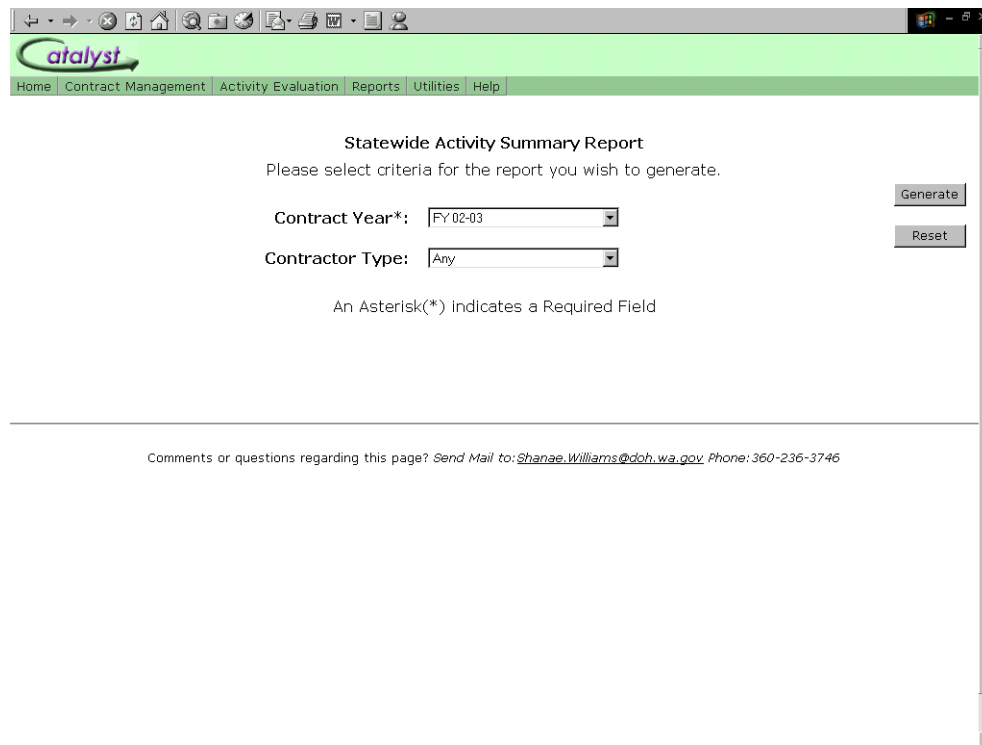


The screenshot shows a web browser window with the 'atalyst' logo in the top left corner. The browser's address bar and menu bar are visible. The main content area has a green header with the 'atalyst' logo and a navigation menu with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. Below the header, the title 'Contract Plan Worksheet' is centered. A message reads: 'Please select criteria for the Contract(s) you want to find.' There are three dropdown menus: 'Contractor' with 'Any' selected, 'Contract Year \*' with 'FY 02-03' selected, and 'Contract Region' with 'Any' selected. To the right of these menus are two buttons: 'Generate' and 'Reset'. Below the dropdowns, a note states: 'An Asterisk(\*) Indicates a Required Field'. Underneath, there is a blue link that says '- Select a Contract -' and a message that says 'no contracts selected'. At the bottom of the page, a footer line reads: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

## Questions to Answer:

1. **Local Q:** How can I start planning to implement my workplan activities?

## Statewide Activity Summary Report



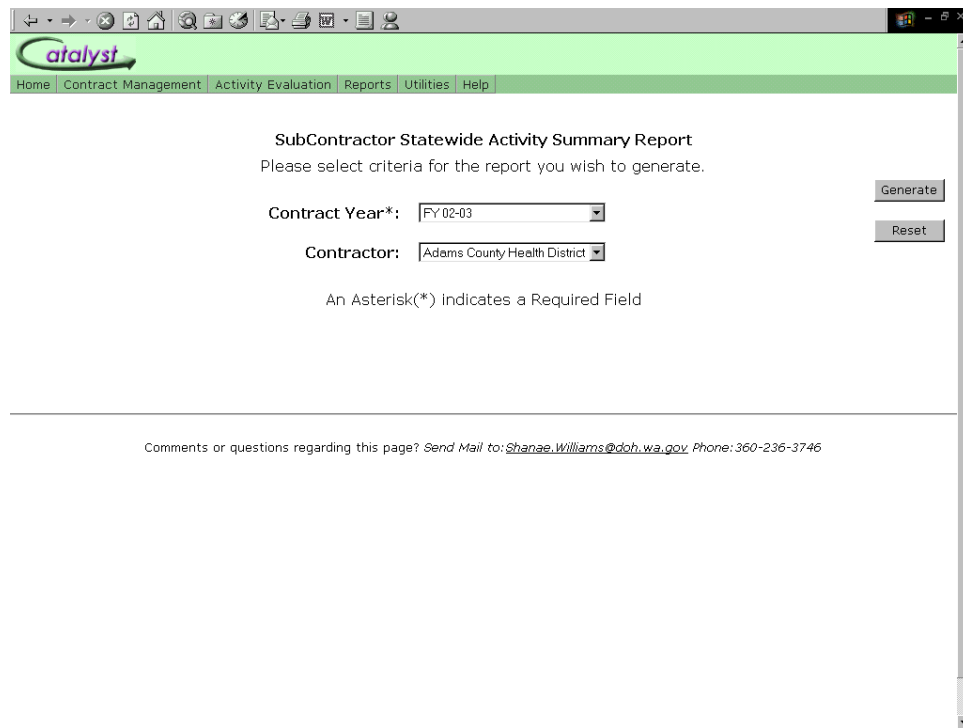
The screenshot shows a web browser window displaying the 'atalyst' application. The browser's address bar shows a URL starting with 'http://'. The application has a green header bar with the 'atalyst' logo and a navigation menu with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'Statewide Activity Summary Report' and includes the instruction 'Please select criteria for the report you wish to generate.' Below this, there are two dropdown menus: 'Contract Year\*' with 'FY 02-03' selected, and 'Contractor Type' with 'Any' selected. To the right of these dropdowns are two buttons: 'Generate' and 'Reset'. Below the dropdowns, a note states 'An Asterisk(\*) Indicates a Required Field'. At the bottom of the page, a footer contains contact information: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

### Questions to Answer:

1. **State Q:** How many school programs in the state are working with Life Skills?
2. **State Q:** How many communities have youth coalitions?
3. **Local Q:** What are other contractors that “look like me” doing in their work plans?



## Subcontractor Statewide Activity Summary Report

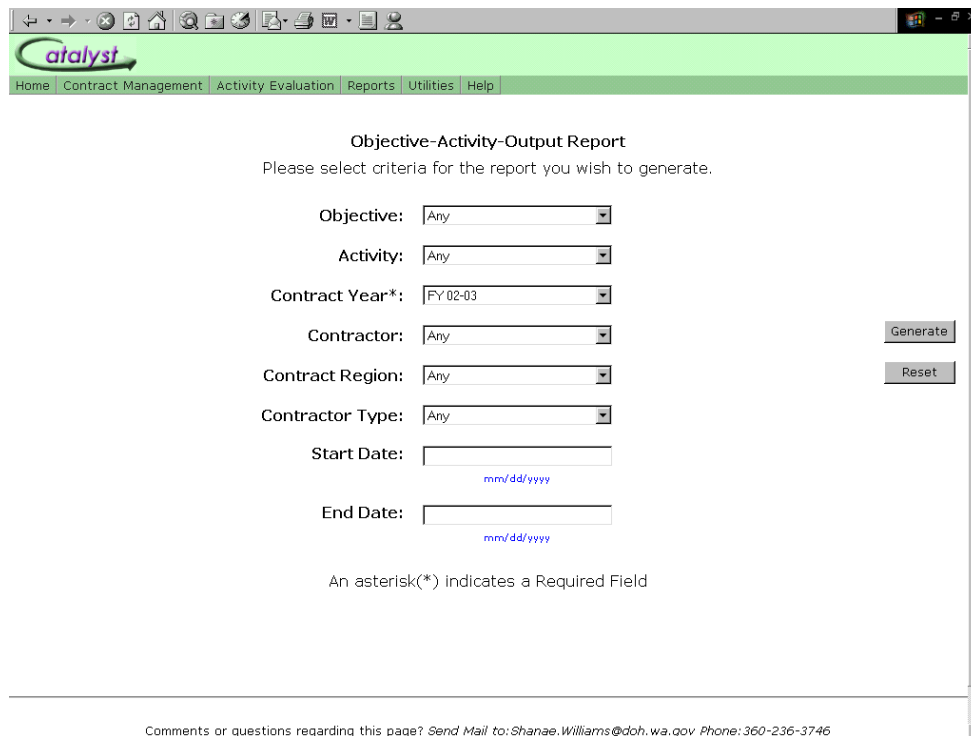


The screenshot shows a web browser window displaying the 'atalyst' application. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'SubContractor Statewide Activity Summary Report' and instructs the user to 'Please select criteria for the report you wish to generate.' There are two dropdown menus: 'Contract Year\*' with 'FY 02-03' selected, and 'Contractor' with 'Adams County Health District' selected. To the right of these fields are 'Generate' and 'Reset' buttons. A note states 'An Asterisk(\*) Indicates a Required Field'. At the bottom, a footer provides contact information: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

### Questions to Answer:

1. **Local & State Q:** How many school programs in an ESD are working with Life Skills?
2. **Local Q:** What are the districts in my ESD doing?
3. **Local Q:** What activities are my subcontractors planning to do?

## Objective-Activity-Output Report



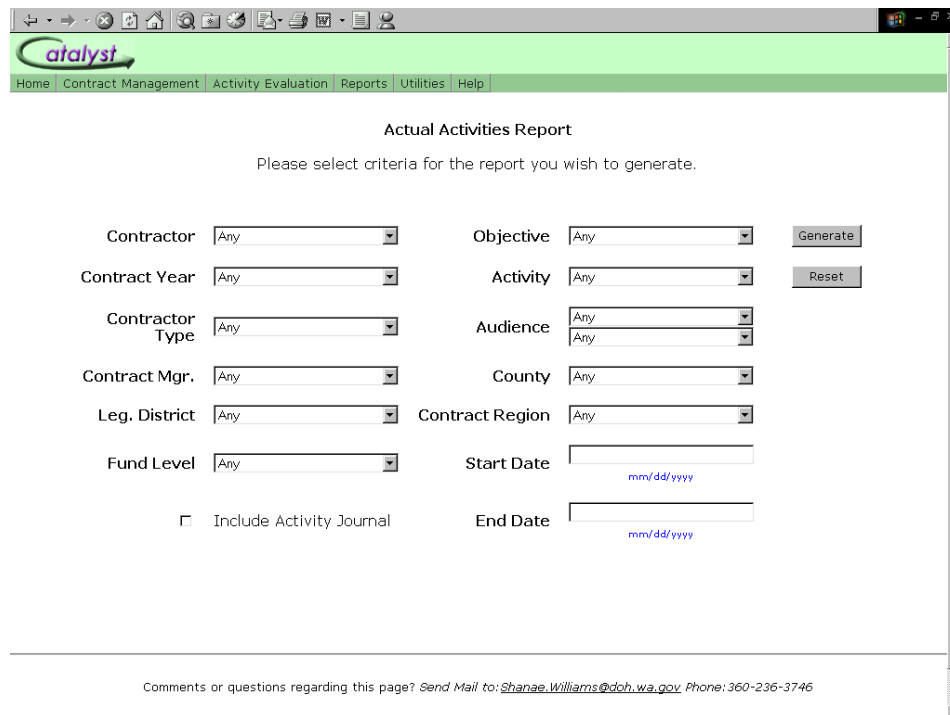
The screenshot shows a web browser window with the atalyst logo in the top left corner. The browser's address bar shows the URL. The page has a green header bar with the atalyst logo and a navigation menu with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled "Objective-Activity-Output Report" and contains the instruction "Please select criteria for the report you wish to generate." Below this are several form fields: Objective (dropdown menu with "Any" selected), Activity (dropdown menu with "Any" selected), Contract Year\* (dropdown menu with "FY 02-03" selected), Contractor (dropdown menu with "Any" selected), Contract Region (dropdown menu with "Any" selected), Contractor Type (dropdown menu with "Any" selected), Start Date (text input field with a placeholder "mm/dd/yyyy"), and End Date (text input field with a placeholder "mm/dd/yyyy"). To the right of the form fields are two buttons: "Generate" and "Reset". Below the form fields is a note: "An asterisk(\*) indicates a Required Field". At the bottom of the page, there is a footer with the text: "Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746".

### Questions to Answer:

1. **Local Q:** What are my outputs for a particular objective?
2. **State:** What outputs were entered statewide for a particular month?
3. **State & Local:** What are the outputs for a particular contractor within a specific time frame?

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## Actual Activities Report



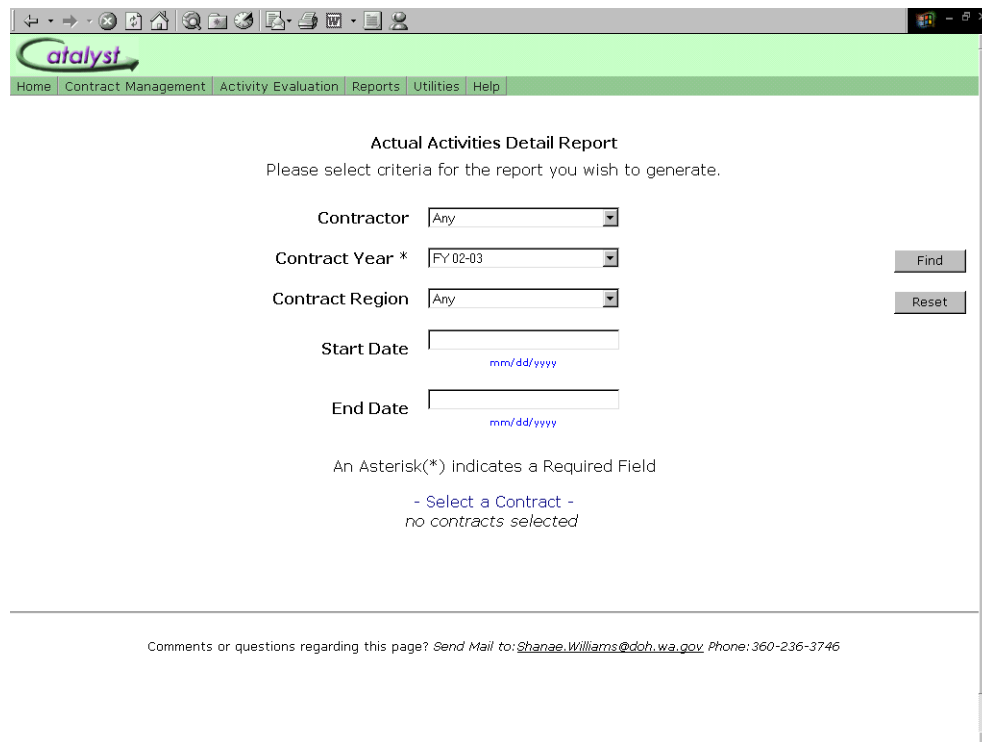
The screenshot shows a web browser window with the 'atalyst' logo in the top left. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'Actual Activities Report' and contains the instruction: 'Please select criteria for the report you wish to generate.' Below this, there are two columns of dropdown menus for selecting criteria: Contractor, Contract Year, Contractor Type, Contract Mgr., Leg. District, Fund Level, Objective, Activity, Audience, County, and Contract Region. Each dropdown menu has 'Any' selected. To the right of these menus are 'Generate' and 'Reset' buttons. At the bottom, there are input fields for 'Start Date' and 'End Date' with a date format hint 'mm/dd/yyyy'. A checkbox labeled 'Include Activity Journal' is also present. At the very bottom of the page, there is a footer with contact information: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

## Questions to Answer:

1. **Local & State Q:** What have we achieved with a particular activity?
2. **Local Q:** When did we do a particular event?
3. **State Q:** What is going on overall in a particular area?

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## Actual Activities Detail Report



The screenshot shows a web browser window with the 'atalyst' logo in the top left. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'Actual Activities Detail Report' and contains the instruction: 'Please select criteria for the report you wish to generate.' Below this are several input fields: 'Contractor' (dropdown menu with 'Any' selected), 'Contract Year \*' (dropdown menu with 'FY 02-03' selected), 'Contract Region' (dropdown menu with 'Any' selected), 'Start Date' (text input with a date format hint 'mm/dd/yyyy'), and 'End Date' (text input with a date format hint 'mm/dd/yyyy'). To the right of these fields are 'Find' and 'Reset' buttons. Below the input fields, a note states: 'An Asterisk(\*) Indicates a Required Field' followed by a status message: '- Select a Contract - no contracts selected'. At the bottom of the page, a footer line reads: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

### Questions to Answer:

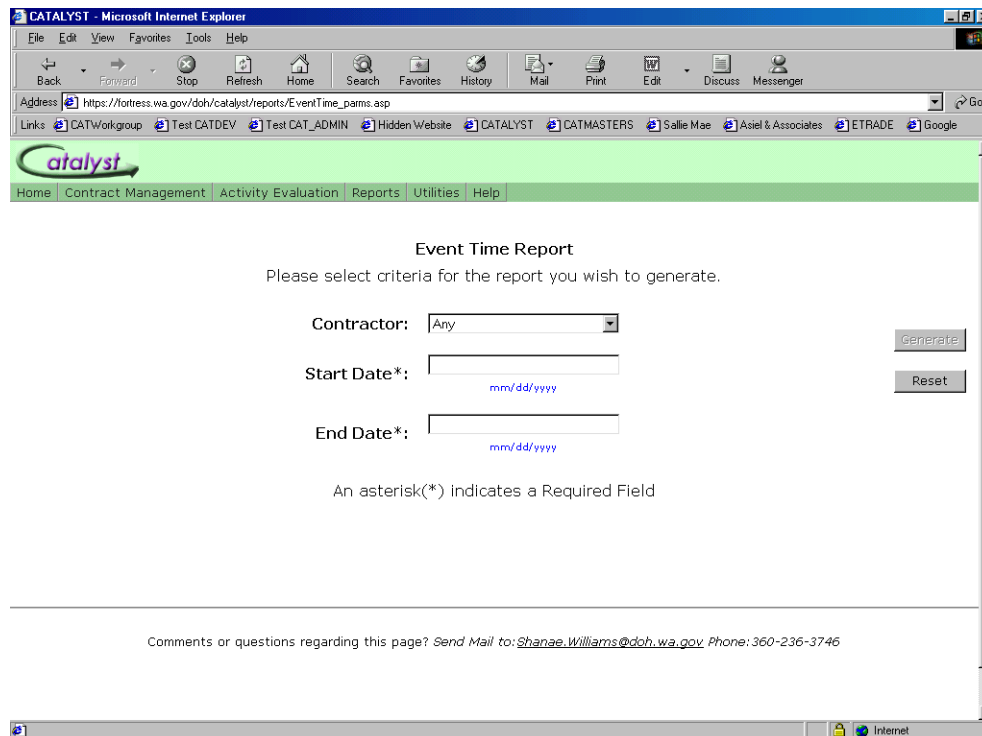
1. **Local Q:** What was our experience with a particular activity – how many were served, and where?
2. **Local Q:** What stories did we have to tell about this particular activity?

#### NOTE:

This is where DOH staff will be looking for “success stories” about things you have done during the year, so please keep this in mind as you enter your information!

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## Event Time Estimate Report



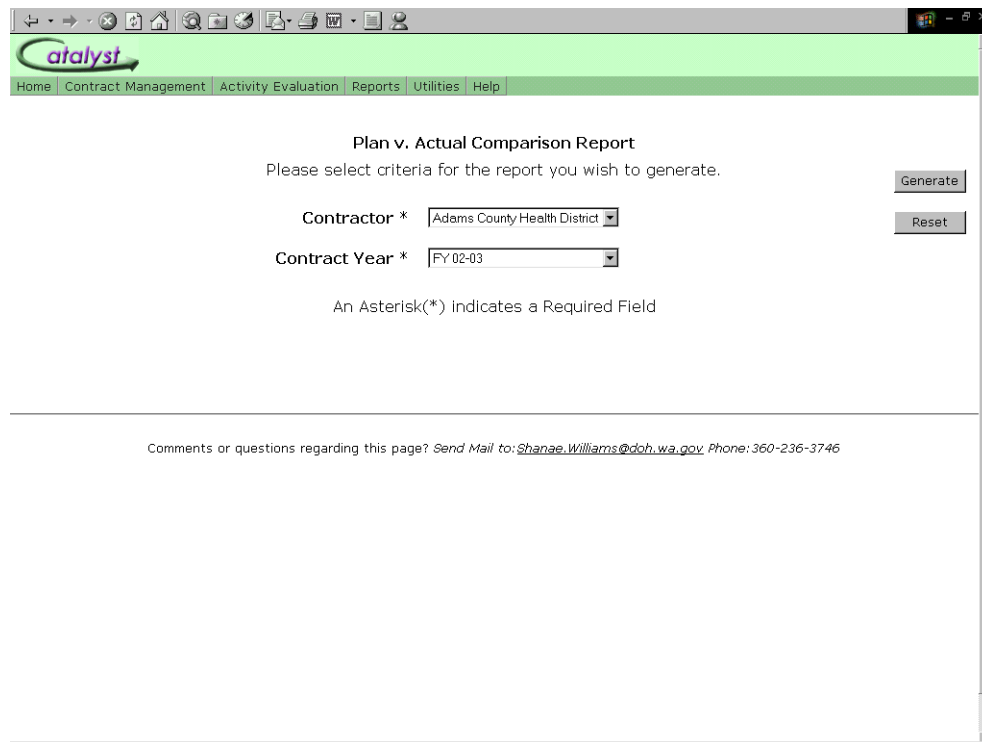
The screenshot shows a web browser window titled "CATALYST - Microsoft Internet Explorer". The address bar shows the URL "https://fortress.wa.gov/doh/catalyst/reports/EventTime\_pams.asp". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, Edit, Discuss, and Messenger. The browser's Links bar shows several links: CATWorkgroup, Test CATDEV, Test CAT\_ADMIN, Hidden Website, CATALYST, CATMASTERS, Sallie Mae, Asiel & Associates, ETRADE, and Google. The web page has a green header with the "atalyst" logo and a navigation menu with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled "Event Time Report" and contains the text "Please select criteria for the report you wish to generate." Below this text are three input fields: "Contractor:" with a dropdown menu showing "Any", "Start Date\*:" with a text box and a "mm/dd/yyyy" placeholder, and "End Date\*:" with a text box and a "mm/dd/yyyy" placeholder. To the right of these fields are two buttons: "Generate" and "Reset". Below the input fields is a note: "An asterisk(\*) indicates a Required Field". At the bottom of the page, there is a footer with the text: "Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746".

## Questions to Answer:

1. **Local Q:** How much preparation, implementation, and travel time are we spending on activities for our program?

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## Planned vs. Actual Comparison Report



The screenshot shows a web browser window with the atalyst logo in the top left. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'Plan v. Actual Comparison Report' and asks the user to 'Please select criteria for the report you wish to generate.' There are two dropdown menus: 'Contractor \*' with 'Adams County Health District' selected, and 'Contract Year \*' with 'FY 02-03' selected. To the right of these fields are 'Generate' and 'Reset' buttons. Below the fields, a note states 'An Asterisk(\*) Indicates a Required Field'. At the bottom of the page, there is a footer with contact information: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

### Questions to Answer:

- 1. Local & State Q:** How are we doing (high-level) at accomplishing the activities in our work plan?

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## Planned vs. Actual Detail Report

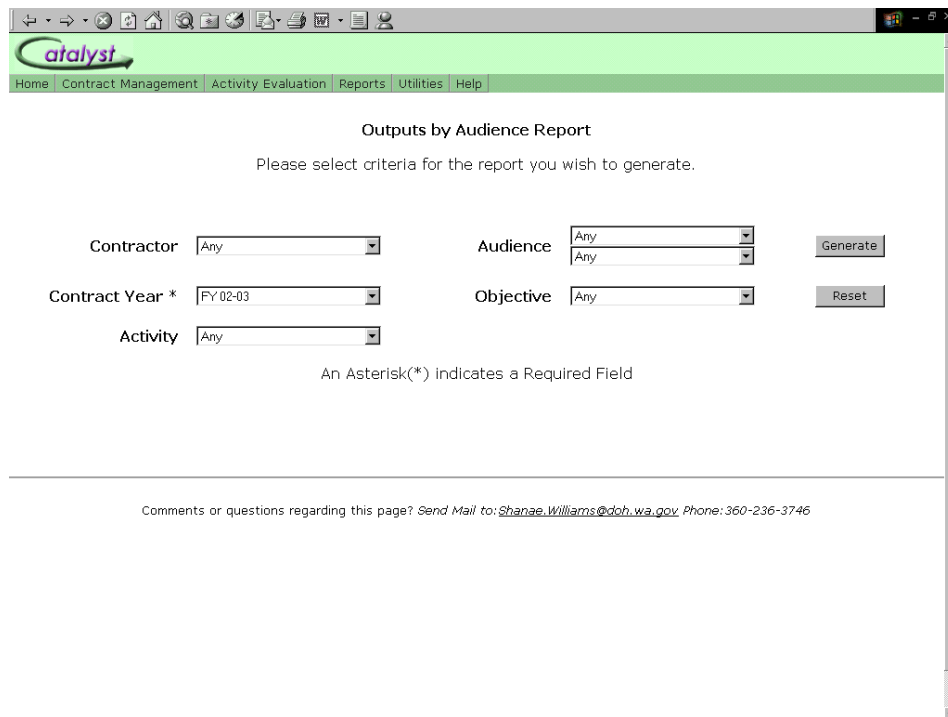
The screenshot shows a web browser window with the atalyst logo in the top left. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled "Contract Plan/Output Worksheet" and contains the instruction "Please select criteria for the Contract(s) you want to find." Below this are three dropdown menus: "Contractor" (set to "Any"), "Contract Year \*" (set to "FY 02-03"), and "Contract Region" (set to "Any"). To the right of these fields are "Generate" and "Reset" buttons. A note states "An Asterisk(\*) indicates a Required Field". Below the note is a link that says "- Select a Contract -" followed by the text "no contracts selected". At the bottom of the page, a footer line reads: "Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746".

### Questions to Answer:

1. **Local & State Q:** How are we doing (detail-level) at accomplishing the activities in our work plan?

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## Outputs by Audience Report



The screenshot shows a web browser window with the 'atalyst' logo in the top left. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main heading is 'Outputs by Audience Report', followed by the instruction 'Please select criteria for the report you wish to generate.' Below this, there are five dropdown menus: Contractor (set to 'Any'), Audience (set to 'Any'), Contract Year \* (set to 'FY 02-03'), Objective (set to 'Any'), and Activity (set to 'Any'). To the right of the Contractor and Audience dropdowns is a 'Generate' button. To the right of the Objective dropdown is a 'Reset' button. Below the dropdowns, a note states 'An Asterisk(\*) indicates a Required Field'. At the bottom of the page, a footer line reads: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

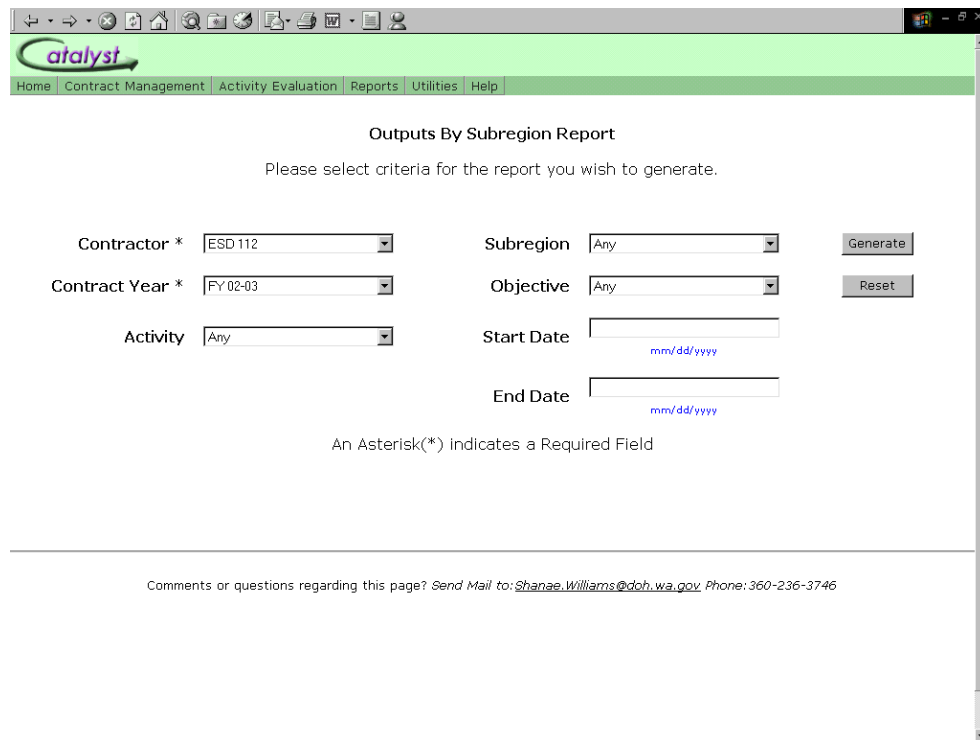
### Questions to Answer:

1. **State & Local Q:** What activities have targeted cultural minorities?
2. **Local Q:** Within a particular objective what audiences are being reached?

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## Outputs by Subregion Report



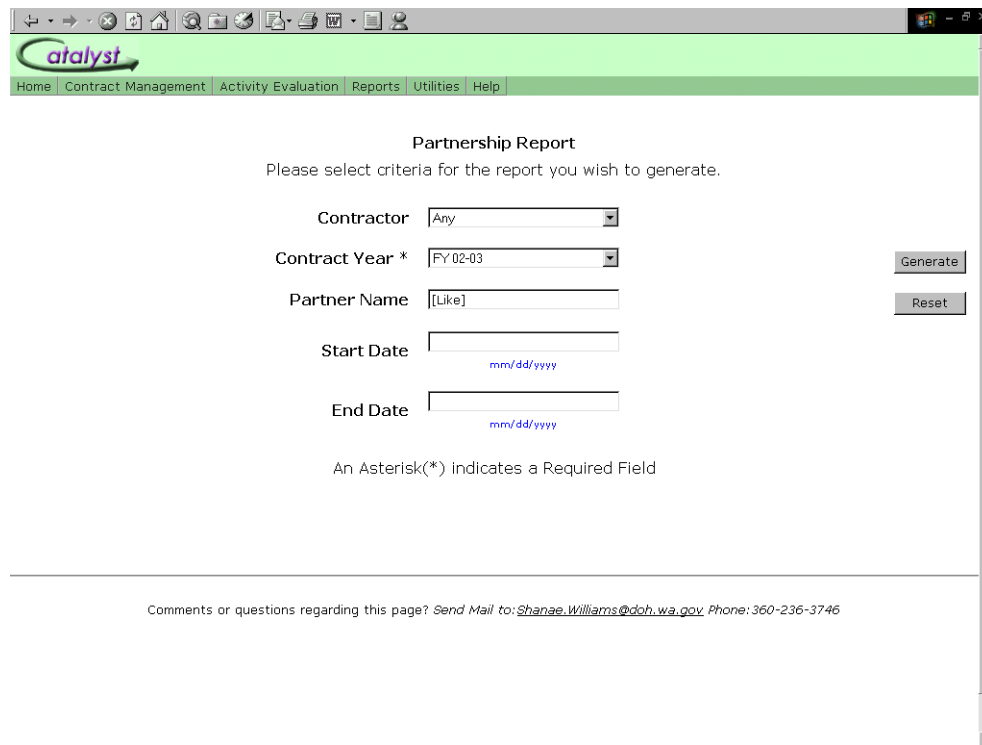
The screenshot shows a web browser window displaying the 'atalyst' application. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main heading is 'Outputs By Subregion Report', followed by the instruction 'Please select criteria for the report you wish to generate.' Below this, there are several input fields: 'Contractor \*' (dropdown menu with 'ESD 112' selected), 'Contract Year \*' (dropdown menu with 'FY 02-03' selected), 'Activity' (dropdown menu with 'Any' selected), 'Subregion' (dropdown menu with 'Any' selected), 'Objective' (dropdown menu with 'Any' selected), 'Start Date' (text input with a placeholder 'mm/dd/yyyy'), and 'End Date' (text input with a placeholder 'mm/dd/yyyy'). To the right of these fields are two buttons: 'Generate' and 'Reset'. Below the input fields, a note states 'An Asterisk(\*) Indicates a Required Field'. At the bottom of the page, a footer provides contact information: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

### Questions to Answer:

1. How are our activities geographically distributed in our service area (recorded using school districts boundaries).

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## Partnership Report



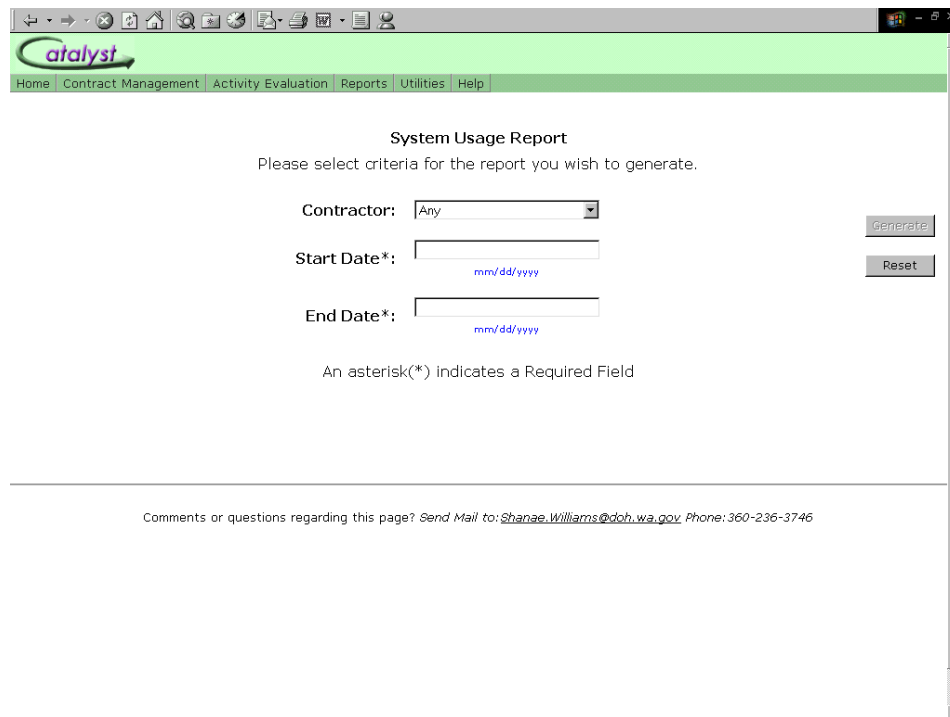
The screenshot shows a web browser window with the 'atalyst' logo in the top left. A navigation bar contains links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'Partnership Report' and includes the instruction: 'Please select criteria for the report you wish to generate.' Below this are several input fields: 'Contractor' (a dropdown menu with 'Any' selected), 'Contract Year \*' (a dropdown menu with 'FY 02-03' selected), 'Partner Name' (a text input field with '[Like]' as a placeholder), 'Start Date' (a date input field with a blue link 'mm/dd/yyyy' below it), and 'End Date' (a date input field with a blue link 'mm/dd/yyyy' below it). To the right of these fields are two buttons: 'Generate' and 'Reset'. At the bottom of the form area, a note states: 'An Asterisk(\*) indicates a Required Field'. A footer line at the very bottom of the page reads: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov) Phone: 360-236-3746'.

### Questions to answer:

1. **Local Q:** How much time/value has a particular key partner contributed during a certain time period?
2. **Local Q:** How much time/value has been contributed overall to our organization during a certain period of time?

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## System Usage Report



The screenshot shows a web browser window with the 'atalyst' logo in the top left. The navigation bar includes links for Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. The main content area is titled 'System Usage Report' and contains the instruction: 'Please select criteria for the report you wish to generate.' Below this, there are three input fields: 'Contractor:' with a dropdown menu showing 'Any', 'Start Date\*:' with a text box and a blue link 'mm/dd/yyyy', and 'End Date\*:' with a text box and a blue link 'mm/dd/yyyy'. To the right of these fields are two buttons: 'Generate' and 'Reset'. Below the input fields, a note states: 'An asterisk(\*) indicates a Required Field'. At the bottom of the page, a footer line reads: 'Comments or questions regarding this page? Send Mail to: [Shanae.Williams@doh.wa.gov](mailto:Shanae.Williams@doh.wa.gov), Phone: 360-236-3746'.

### Questions to Answer:

1. **Local Q:** Who from our organization has logged onto CATALYST during a period of time?
2. **State Q:** How long was each person logged on to CATALYST?

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## **User Support Documentation**

This documentation was last updated on 10/26/2002 and is still considered in draft format. Please contact Stacy Scheel at [tobaccoprev@aol.com](mailto:tobaccoprev@aol.com) to report any revisions or to receive an updated version.

Thank You